Introduction

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

- Instructions for 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 PearsonAccessnext™ 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.

Blank NIFOT Forms

If you did not receive a NIFOT form for a specific 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 PearsonAccessnext:

- First name
- Middle initial
- Last name
- Student code
  
  Note: To locate the student code, see the next section.
- ACT high school code

Note: The deadline for completing the non-test information is four days after the student completes their online test. Students have until that deadline to complete the non-test information. Changes made after the deadline will not be accepted.

How to Find the Student Code in PearsonAccessnext

To find a student code in PearsonAccessnext, take the following steps:

2. Select the Sign In button.
3. Enter your Username and Password, and select the Login 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.

All of these questions and fields are optional unless noted. It is important for students to provide accurate information, if they choose to respond, because it will be used in various ways.

For example, a college may use some students’ ACT information as their application for admission, and scholarship programs may use their answers to certain questions to consider them for an award. Information that they choose to provide might become part of their basic record at a college.

ACT Web Account

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

<table>
<thead>
<tr>
<th>If…</th>
<th>Then…</th>
</tr>
</thead>
<tbody>
<tr>
<td>The student already has an account</td>
<td>Enter the user ID and password and select Log In.</td>
</tr>
<tr>
<td>The student does not have an account</td>
<td>Select Create Account and follow the on-screen instructions to create and log in to the account.</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Screen Title</th>
<th>Description</th>
<th>Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>5. Who is Providing this Information?</td>
<td>Indicate if anyone is helping the student complete the non-test information.</td>
<td>X</td>
</tr>
<tr>
<td>6. The ACT State and District Terms and Conditions</td>
<td>The official terms and conditions are provided for required review and agreement.</td>
<td>X</td>
</tr>
<tr>
<td>7. Your Information</td>
<td>This previously completed page appears again to allow the student to change his or her information, if necessary.</td>
<td>X</td>
</tr>
<tr>
<td>8. Your High School Summary</td>
<td>An opportunity to include information about high school accomplishments and experiences.</td>
<td></td>
</tr>
<tr>
<td>9. Extracurricular Activities</td>
<td>An opportunity to list applicable extracurricular activities.</td>
<td></td>
</tr>
<tr>
<td>10. Background Information</td>
<td>An opportunity to include additional background information that may be useful for scholarships or other opportunities. Note: Questions related to language are required.</td>
<td>X</td>
</tr>
<tr>
<td>11. ACT Interest Inventory</td>
<td>An opportunity to indicate current interests. Results (provided on score reports) can suggest college majors and occupations worth considering.</td>
<td></td>
</tr>
<tr>
<td>12. Your High School Courses and Grades</td>
<td>Adds significantly to the student’s academic profile reported to colleges and scholarship agencies. Note: Questions related to high school courses taken are required.</td>
<td>X</td>
</tr>
<tr>
<td>13. Attending College?</td>
<td>The student indicates his or her post-high school plans.</td>
<td>X</td>
</tr>
<tr>
<td>Screen Title</td>
<td>Description</td>
<td>Required</td>
</tr>
<tr>
<td>--------------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
<td>----------</td>
</tr>
<tr>
<td>14. College Plans</td>
<td>An opportunity to provide additional college plan information.</td>
<td></td>
</tr>
<tr>
<td>15. College Interests</td>
<td>An opportunity to provide details about college interests.</td>
<td></td>
</tr>
<tr>
<td>16. Special Interests</td>
<td>An opportunity to list any assistance the student might like to receive in college.</td>
<td></td>
</tr>
<tr>
<td>17. Paying for College</td>
<td>An opportunity to provide financial plans for college.</td>
<td></td>
</tr>
<tr>
<td>18. Your Plans for the Future</td>
<td>The student indicates his or her planned area of study, specific major, general occupation, specific occupation, and confidence level for each area.</td>
<td>X</td>
</tr>
<tr>
<td>19. Your College Choices</td>
<td>An opportunity to list the institution(s) that will receive a score report for this test.</td>
<td></td>
</tr>
<tr>
<td>20. Review Your Information</td>
<td>An opportunity to review the student’s information before finalizing the non-test information.</td>
<td></td>
</tr>
<tr>
<td>21. The ACT State and District Confirmation</td>
<td>The final confirmation page lists the student’s unique ACT ID.</td>
<td></td>
</tr>
</tbody>
</table>

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<sup>next</sup>.
- Is the student test format listed as online in PearsonAccess<sup>next</sup>?
  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<sup>next</sup> within the last 48 hours?
  If so, wait 24–48 hours and try again.

**Contact ACT**

For additional assistance, you may call ACT at 800.553.6244, ext. 2800.
Introduction
This document contains instructions for completing your non-test information. If you complete your non-test information prior to testing or within 4 days after completing your online test, you can send your scores, for free, to up to four colleges or scholarship agencies of your choosing. Changes made after the deadline will not be accepted.

All of the non-test questions and fields are optional unless noted. If you choose to answer them, be sure the information you provide is as accurate as possible because it will be used in various ways. For example, a college may use some of your ACT information as your application for admission, and scholarship programs may use your answers to certain questions to consider you for an award. Information that you choose to provide might become part of your basic record at a college. Although you may skip any optional question that you do not wish to answer, we can provide colleges and scholarship programs with a more complete profile when you answer more questions and provide updates to ACT.

ACT strongly encourages you and your parent(s) or guardian(s) to carefully review the ACT Privacy Policy to understand how we collect, use, and disclose personally identifying information.

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