

## Introduction

Completing the non-test information in MyACT is done either by the school hosting an in-person session with all examinees, or by instructing the examinees to complete the non-test information in MyACT on their own. The non-test information in MyACT is completed with the assistance of the *Non-Test Instructions for Student* form and the *Taking the ACT State Testing and District Testing* booklet. These must be provided to every student prior to testing.

## Non-test Instructions for Student Form

ACT ships a personalized *Non-Test Instructions for Student* form for each student assigned to take the ACT test by the student data upload deadline found in your schedule of events.

- These forms are generated for students entered in PearsonAccess<sup>next</sup> by the end of the initial ordering window.
  - The data on the non-test instructions form is based on the data entered in PearsonAccess<sup>next</sup>. The student's last name and student code must match what the student enters in MyACT. If the student's last name is incorrect on their form, correct it in PearsonAccess<sup>next</sup>. If it's incorrect on their MyACT account, direct them to contact ACT at <https://www.act.org/content/act/en/contact-act.html> for assistance.
- The information in the upper-right corner of each form is customized for each student.
- These forms are sent in the testing materials shipment along with a copy of *Taking the ACT* for every student.

## Distributing the Forms to Students

Prior to testing, distribute the forms and copies of *Taking the ACT* to your students. Verify that all students receive their own individualized form.

*Note: If you do not have a form for a specific student, follow the instructions under Blank Forms to manually create a form.*

**It is critical that students are provided their own personalized *Non-Test Instructions for Student* form to complete the non-test information in MyACT.**

## Blank Forms

If you did not receive a *Non-Test Instructions for Student* form for a specific student in your non-secure materials shipment, follow the instructions below to manually create a form.

*Note: You can locate the blank version of this form on your ACT State or District webpage.*

## How to Complete a Blank Form

Complete the following fields in the top-right corner of the form **exactly as they appear in PearsonAccess<sup>next</sup>**:

- First name
- Middle initial
- Last name
- Student code (see the next section on how to locate the student code)
- ACT high school code
- Deadline (see your Schedule of Events for this date)

## How to Find the Student Code in PearsonAccess<sup>next</sup>

To find a student code in PearsonAccess<sup>next</sup>, take the following steps:

1. Go to PearsonAccess<sup>next</sup> at <https://testadmin.act.org>.
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.

# Taking the ACT State Testing and District Testing

Copies of *Taking the ACT* are included in the materials shipment. This booklet provides instructions on how to complete the MyACT non-test information. It also provides additional information that examinees need to know and carefully review with their parent or guardian about policies, privacy, and use of personally identifiable information.

Distribute one copy of *Taking the ACT* to each examinee prior to testing. Examinees should keep their copies of *Taking the ACT* after the non-test session is complete.

By completing the non-test information, examinees can send their scores, free of charge, to four colleges or scholarship agencies of their choice. The students may select up to two additional choices, but they have a cost, payable by credit card in the MyACT account. The college and scholarship agencies can be found in MyACT.

## How To Complete the Non-Test Information

This section describes the non-test process. Students receive abbreviated instructions on the *Non-Test Instructions for Student* form.

**All non-test questions 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.

## Keys to Success

The non-test information can be completed successfully with the following:

- A computer with internet
- High school course and grade information
- Allow at least 30 minutes to complete
- Last name and student code from PearsonAccess<sup>next</sup> listed on the *Non-Test Instructions for Student* form.

## Sections to Complete

On the *Non-Test Instructions for Student* form, students are directed to create a new account, or, if applicable, log in to an existing account in MyACT.

After creating and/or logging into their account, students will need to locate the box that says **Enter Student Code** on the right of the welcome screen. After entering their student code from the *Non-Test Instructions for Student* form, they will be prompted to complete these areas:

- Demographic information
- High school resume
- College plans
- Score recipients

If a student is unsure about a question, the student can go back and edit responses as needed, or the question can be skipped. They have until the deadline to make changes. Once the student's test has been scored, the student is no longer able to update the non-test questions and will be charged a fee for any scores sent to colleges.

If you have students that have registered for the ACT before, they may have completed the non-test questions previously. Their answers to the non-test questions should be saved and they should be directed to review them for accuracy.

## Starting the Non-Test

1. Use the following table to determine your first step:

If your school will...	Then...	And then...
Hold an in-school session for all examinees to complete the non-test in MyACT	<ul style="list-style-type: none"><li>• Allow at least 30 minutes for the session</li><li>• Make sure students have access to their high school course and grade details.</li></ul>	Go to step 2 below.
Ask each examinee to complete the non-test information in MyACT on their own time	<ul style="list-style-type: none"><li>• Tell them to allow at least 30 minutes for the session</li><li>• Refer them to the deadline to submit information printed on their <i>Non-Test Instructions for Student</i></li></ul>	Go to step 2 below.

2. Distribute the following to each examinee:
- a. Their personal copy of the *Non-Test Instructions for Student* form
  - b. One copy of the *Taking the ACT State Testing and District Testing* booklet
    - i. Along with assisting examinees in completing their non-test information, *Taking the ACT* tells examinees what to expect on test day, how to request additional score reports, when they will be able to view their scores in MyACT, and when they can expect to receive a printed score report.
3. Inform students to:
- a. Report to the test site at the time and location designated.
  - b. Bring the following items:
    - i. Acceptable photo identification
    - ii. No. 2 pencils with good erasers (no mechanical pencils or ink pens)
    - iii. A permitted calculator
  - c. Do not bring cell phones or any other electronic devices, scratch paper, notes, reading materials, or any unauthorized testing aids.

## Contact ACT

For additional assistance, please contact ACT.

Phone: 800.553.6244, ext. 2800

Contact us form: [www.act.org/stateanddistrict/contactus](http://www.act.org/stateanddistrict/contactus)

