

Overview

In this document, you'll find information on completing the non-test portion of the 2019-20 ACT® test taken in the online format. These instructions are provided at the request of the North Carolina Department of Public Instruction (NCDPI) for the school test coordinators and room supervisors.

Note: Follow the information in this document in addition to procedures provided in the ACT administration manual(s). These directions must be followed to accurately report scores to the examinee, school, and for accountability purposes.

Completing the Non-Test Portion before Test Day

You must plan time for students to complete their required non-test information in their ACT student web account. Due to the non-test requirements for North Carolina students, ACT has authorized two options for completing the non-test portion:

- A separate in-school non-test session before test day or up to four days after students complete testing
- A session on test day immediately following test administration

Regardless which option you select, students should complete the non-test portion of the ACT on the same device they will use for the ACT administration.

IMPORTANT: Page 39 of the Spring 2020 The ACT Test Administration Manual, Online Testing states students may complete non-test information on their own time. This statement DOES NOT APPLY to students participating in North Carolina state testing. All students must complete the online non-test session as an in-school activity.

School test coordinators should plan approximately 10-15 minutes to complete the non-test portion of the ACT. On the day of the non-test session, school test coordinators must provide the following documents to room supervisors for distribution to students:

- *Non-Test Instructions for Online Testing*. These forms are sent to you by ACT in your materials shipment and they are student-specific, so be sure to provide the correct form for each student.
- The *Junior Letter*, which includes a list of college codes available for use during the non-test activity.
- A copy of the "For the Examinee" section of this document to instruct students which sections of the non-test information to complete.

The online non-test session is computer interactive. After students have followed the instructions in the *Non-Test Instructions for Online Testing* for logging into the ACT-designated page, students will move at their own pace. Room supervisors

will not be asked to read a script or move through each screen of information with the students. For information about the completing the non-test information online, refer to the *How to Complete the Non-test Information for Online Testing* (school use only), found here: <https://www.act.org/content/dam/act/unsecured/documents/NontestInformationOnlineTestingForm-HowtoComplete.pdf>.

Students who have their own ACT online account may use their personal account for completing the state online non-test portion. Students who do not have an ACT account will need to create an account for the purpose of ACT State testing. Each student's *Non-Test Instructions for Online Testing* form includes instructions for creating or logging in to a web account. Test coordinators can review a sample of this form here: <https://www.act.org/content/dam/act/unsecured/documents/NontestInformationOnlineTestingForm.pdf>.

All of the non-test questions and fields are optional unless noted. Students must complete only the required information on the required, as instructed below. Students will be instructed to skip certain pages, at the request of the NCDPI.

If you choose, you may copy and distribute or display the information on the final page of this administration supplement for your students. Your students may use this information to know which sections of the non-test questions to complete. If you distribute or display this page, collect it when the non-test portion is complete.

Prior to dismissing students from the non-test session, room supervisors should check each student's home screen to verify the test listed is for the February 2020 ACT administration.

For questions or concerns about the non-test session, contact your district test coordinator or your Regional Accountability Coordinator (RAC).

For the Examinee

Follow the instructions in your *Non-Test Instructions for Online Testing* (given to you by your room supervisor) and the instructions below when completing the non-test information. These contain the requirements from ACT and the North Carolina Department of Public Instruction (NCDPI) for completing the non-test information.

When creating or logging in to your web account, note that information is optional unless marked as required with an * (asterisk).

Once you have logged in to your account, follow steps 1–5 on the *Non-Test Instructions for Online Testing* to navigate to the section of your web account called **Non-Test for State and District** and enter your student code. Follow the instructions below to complete and submit your non-test information.

Use the menu on the left side of the screen to navigate through the Non-Test for State and District section of your web account.

Complete the information on the pages titled **Student Code**, **Providing Information**, and **Terms and Conditions**.

In the section titled **Your Personal Profile**, you will complete only the information on the page titled **Your Information**. Remember that all fields are optional unless marked as required with an * (asterisk).

Your Information: Required.

The last question on the page asks about the Educational Opportunity Service (EOS).

- You are required to select “No thanks” for this question.
- Click **Continue**.

After clicking **Continue** on the **Your Information** page, use the left menu to navigate to the page **Your College Choices**.

You must not answer questions on any additional Profile pages. If you accidentally click on any pages other than **Your College Choices**, use the left menu to navigate away from that page.

Your College Choices: Optional.

- You may select up to 4 colleges to receive free score reports.
- Click **Continue**.

Final Review: Required.

- Confirm that your information is correct.
- If needed, use the **Change** button to make any needed updates and then navigate back to the **Final Review** page.

To finalize the non-test information, follow steps 7–8 on the *Non-Test Instructions for Online Testing*.

The screenshot shows a vertical navigation menu titled "The ACT State and District". The menu items are: Student Code, Providing Information, Terms and Conditions, Your Personal Profile (highlighted), Your Information (with a right-pointing arrow), High School Summary (with a right-pointing arrow), Extracurricular Activities (with a right-pointing arrow), Background Information (with a right-pointing arrow), Your Interest Inventory (with a right-pointing arrow), Your High School Courses (with a right-pointing arrow), Attending College (with a right-pointing arrow), College Plans (with a right-pointing arrow), College Interests (with a right-pointing arrow), Special Interests (with a right-pointing arrow), Paying for College (with a right-pointing arrow), Your Future Plans (with a right-pointing arrow), Your College Choices, Final Review, and Exit.