

Overview

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

- Purpose of state use questions
- Answering state use questions about examinees
- How staff completes state use questions

Note: In addition to procedures provided in the administration manual(s), follow these directions to enter responses to state use question(s).

Purpose of State Use Questions

The Kentucky Department of Education has requested that district test coordinators respond to a state use question to indicate whether or not the school has received parental consent for ACT to share an examinee's scores and information with third parties.

Answering State Use Questions about Examinees

District test coordinators enter a response to the state use question in PearsonAccess^{next}.

State Use Question

#	Question	Response
1	Has the school received parental consent that allows ACT to share scores and information with third parties?	A. The student is not yet 18 years of age, and the school has NOT received parental consent to release scores or information to third parties.

Note: The default response to this question is blank. A blank response indicates that: 1) consent has been received; or 2) the examinee is 18 years old or older.

How Staff Completes State Use Questions

District test coordinators: Take the following steps to answer state use question #1 for all examinees.

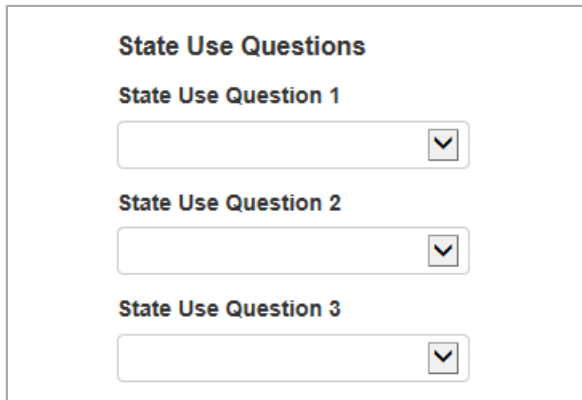
1. Sign in to PearsonAccess^{next} at <https://testadmin.act.org>.
2. Select the **Setup** icon.
3. Select the **Students** title.
Result: The Students screen is displayed with a table of students.
4. Select the check box next to an examinee (or the check box at the top of the column to select all examinees).
5. Under Tasks, use the **Start** drop down menu and select **Create / Edit Students**.

The screenshot shows the 'Students' management page. At the top, there's a 'Tasks' section with '0 Selected' and a 'Start' dropdown menu. The 'Start' menu is open, showing options: 'All Tasks', 'Create / Edit Students', 'Registration', and 'Delete Students'. Below this is a search bar for 'Last Name starts with' and a 'Search' button. There are also filters for 'Across All Organizations' and 'Student Code'. A table of 20 results is shown, with columns for 'Student Code*' and 'Last Name*'. Two students are listed: 'STUDENTA' with code '8290676501' and 'STUDENTB' with code '4335290514'. Both have their selection checkboxes checked.

6. Select an examinee.

The screenshot shows the 'DETAILS' page for a student named 'STUDENTA, BOB (8290676501)'. The page is divided into several sections: 'Organization*' (BRAVO HIGH SCHOOL (BRAVO)), '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). Each field has a corresponding input box or dropdown menu.

7. Scroll down to State Use Questions.



The screenshot shows a section titled "State Use Questions". Below the title are three questions, each with a corresponding drop-down menu:

- State Use Question 1**
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- State Use Question 2**
 ▼
- State Use Question 3**
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8. For State Use Question 1, select an answer to the question using the drop down menu.
There is only one state use question for your state.
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.