Overview

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

- Purpose of state use questions
- Answering state use questions about examinees
- 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 Louisiana Department of Education has requested that school staff provide the reason not tested for any students who do not complete testing.

Answering State Use Questions about Examinees

On or after test day, test coordinators, with the assistance of room supervisors, enter a response to the state use questions in PearsonAccess^{next} for each examinee who did not test.

Choose the appropriate accountability code described below for any student in grade 11 or 12 with no prior year ACT score and who is not testing. Code 81 can only be used for an EL student who takes the ACT and has been in the US for less than 2 years. Failure to apply a code for students in grade 12 and graduating students in grade 11 with no prior ACT score will result in the application of a zero on the school performance score.

#	Question	Response
1	Select one option (A-G) that reflects the examinee's reason for not testing. This question should only be completed for students who did not test except for Code 81 (EL).	A=All SIS exit codes for students no longer enrolled (01-44, 97) B=Code 80: Doctor's excuse C=Code 90: Another ACT document used D=Code 94: Student participated in LEAP Connect testing at the high school level E=Code 98: Student is not grade 11 or is grade 12 and already has a prior year ACT score F=Code 81: EL student in US less than 2 years (student must still test)

How Staff Completes State Use Questions

On or after test day, test coordinators, with the assistance of room supervisors, take the following steps to answer state use question #1 for all examinees who 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**.

6. Select an examinee.

7. Scroll down to State Use Questions.

State Use Questions

State Use Question 1

[⌄]

State Use Question 2

[⌄]

State Use Question 3

[⌄]

8. For State Use Question 1, select an answer to the question using the dropdown 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.