

Overview

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

- Purpose of state use questions
- 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 Nebraska Department of Education has requested that school staff provide additional information about students.

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.

State Use Questions

#	Question	Response
1	Has the school received parental consent that allows ACT to share scores and information with third parties?	Blank = Yes A = No

#	Question	Response
2	If this student did not test, select the reason from these options	A= Emergency Medial Waiver (EMW) B = No Longer Enrolled (NLE) C = Parent Refusal (PAR) D = Student Absent for Entire Window (SAE) E = District Unable to Test (UTT) F = Student Refusal (STR) G = Alternate Assessment (ALT) H = COVID-19 Waiver
3	If the student was dismissed for prohibited behavior select the reason from these options	A = Walked out with test incomplete or refused to complete test B = Worked ahead/behind C = Looked at another examinee's answer document D = Possessed phone, alarm or other device that sounded E = Used unauthorized calculator or unapproved tools F = Other

How Staff Completes State Use Questions

After test day, test coordinators take the following steps to indicate the reason why a student did not test.

1. Sign in to PearsonAccess^{next} at <https://testadmin.act.org>.
2. Select the **Setup** icon.
3. Select the **Students** title.
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).

- Under Tasks, use the Start dropdown and select **Create / Edit Students**.

Students

Tasks 0 Selected

Select Tasks [dropdown] Start [dropdown]

Find Students Registered to ACT Bravo 2017 [dropdown]

Last Name starts with [input] Search [button]

Filters: Across All Organizations Clear Hide

20 Results

<input type="checkbox"/>	Student Code*	Last Name*
<input checked="" type="checkbox"/>	8290676501 ⓘ	STUDENTA
<input checked="" type="checkbox"/>	4335290514 ⓘ	STUDENTB

- Select an examinee on the left.

DETAILS

STUDENTA, BOB (8290676501)

Organization*

✖ BRAVO HIGH SCHOOL (BRAVO)

Student Code* 8290676501

First Name* BOB

Gender Male [dropdown]

State Student ID* 9677430017

Middle Initial [input]

Date of Birth* 01/31/2000 [calendar icon]

Local Student ID [input]

Last Name* STUDENTA

Actual Grade of Student* 11th Grade [dropdown]

- Scroll down to State Use Questions.

State Use Questions

State Use Question 1 [dropdown]

State Use Question 2 [dropdown]

State Use Question 3 [dropdown]

- For each State Use Question, select an answer to the question using the dropdown menu.
- Select the **Save** button. A "Success – changes saved" message is displayed.
- Repeat steps 4–8 to answer state use questions for other examinees.
- When you are finished, select the **Exit Tasks** button.