

# How to Enter Not Tested Codes for the ACT

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This document describes how test coordinators enter a not tested code in PearsonAccess<sup>next</sup> for all students who did not test.

## Overview

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

- Purpose of state use questions
- Answering the state use question about examinees
- How staff responds to questions

## Purpose of State Use Questions

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All public school students and students participating in a Private School Choice Program are required to participate in the statewide ACT test with writing in grade 11 (or the DLM, Wisconsin's alternate assessment). The test coordinator must ensure that all students that did not test are accounted for in PearsonAccess<sup>next</sup> by entering a not tested code. Not tested codes are entered in State Use Question #1.

## Answering State Use Questions about Examinees

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No later than April 30, test coordinators, with the assistance of room supervisors, enter a response to State Use Question #1 in PearsonAccess<sup>next</sup> for each examinee who did not test.

## State Use Questions

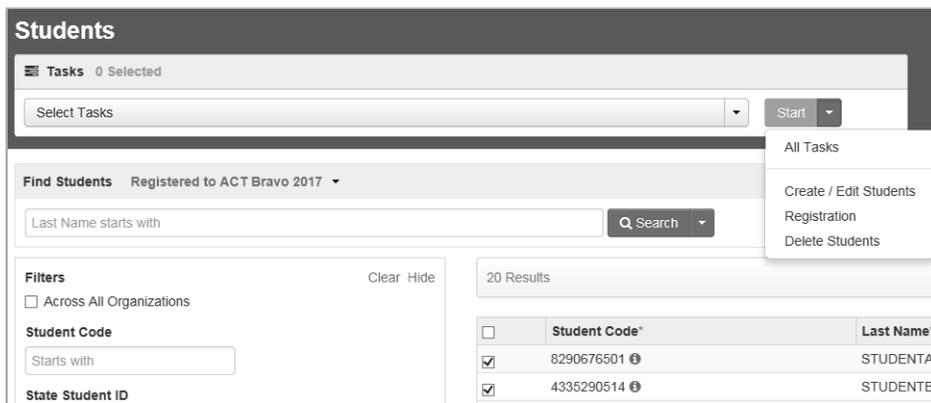
#	Question	Response
1	Select one option (A-H) that reflects the examinee's reason for not testing. This question should only be completed for students who did not test.	A. ALT = Participated in alternate assessment B. PAR = Opted out of ACT by a parent/guardian C. NLE = No Longer Enrolled - withdrew before ACT test dates D. SAE = Student absent ACT test dates/window E. SME = Significant Medical Emergency F. RAE = Recently Arrived EL student G. NET = Not enrolled in ACT tested grade (11) H. OTH = Not tested on ACT for another reason

## How Staff Completes State Use Questions

The state has requested that ACT collect additional information about examinees who did not test. The test coordinator must enter this information in PearsonAccess<sup>next</sup> for

public school students and students participating in one of the Choice Programs, who did not take the ACT.

1. Sign in to PearsonAccess<sup>next</sup> 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. 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**.

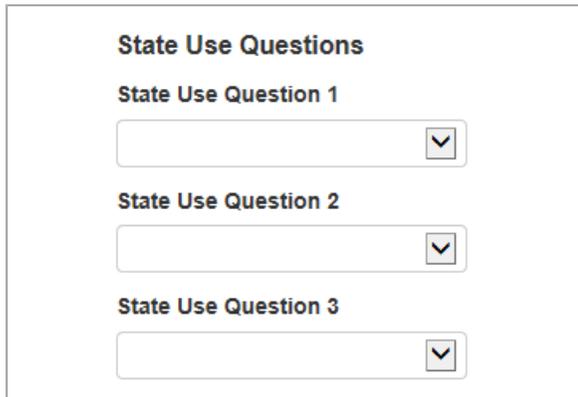


*Result: The Details screen is displayed. The Details screen is displayed.*

6. Select an examinee on the left.

*Result: The details for an examinee are displayed. The details for an examinee are displayed.*

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 dropdown menu:

- State Use Question 1**: A dropdown menu with a downward arrow.
- State Use Question 2**: A dropdown menu with a downward arrow.
- State Use Question 3**: A dropdown menu with a downward arrow.

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.