



DISTRICT TESTING

Verifying Submissions in PearsonAccess^{next}

PROGRAM: DISTRICT TESTING ■ PRODUCT: THE ACT TEST ■ AUDIENCE: TESTING STAFF

Verify Test Date Selection

Steps in the process are as follows:

1. Log in to PearsonAccess^{next}.
2. Choose the **Setup** icon, then **Organizations**.
 - If you have multiple schools in your district: From the drop-down on the **Search** button, select **Show all results** to see a list of all schools.
3. Check the box next to each school you want to verify.
4. From the drop-down on the **Start** button, select **Test Administration**.

RESULT: The Test Date Selection screen is visible on the first tab.

Note: If you selected only one school at Step 3, your organization should show automatically on the Test Date Selection screen. If you selected more than one school, choose each school from the list on the left to verify each individually.

- **Task complete:** All fields under either section on the Test Date Selection screen (Test Date & Materials Receipt Selection or Not Testing) contain values.
- **Task incomplete:** All fields are still blank.

Note: To submit new (or change existing) test date selection data, fill in the appropriate blanks and select **Save**. A green Changes saved message will appear when data is successfully submitted.

District Coordinator: Verify Student Upload Data (SDU)

Steps in the process are as follows:

1. Log in to PearsonAccess^{next}.
2. Choose the **Setup** icon, then **Students**.
3. From the drop-down on the Search button, select **Show all results**.

RESULT: All existing SDU for individual students is displayed.

Note: For districts with multiple schools, more detailed, by-school student upload data can be viewed by choosing the **Setup** icon, then **Import/Export**.

For more information on these processes: Consult the PearsonAccess^{next} User Guide, short videos, and other resources found on your District testing website.

For all other questions, contact ACT at 800.553.6244, ext. 2800, or actdistricttesting@act.org.