



# Getting Ready for PreACT<sup>®</sup>

Implementation Training for Test Administrators

Pre **ACT**<sup>®</sup>

**Jaime Moquin**  
Sr. Director, Customer Success  
ACT, Inc.

Troubleshooting

for programs and browsers which will help  
r bandwidth.

fresh the browser or try using a  
wser/device if the display is  
en.

Full Credit

to Watch: 30

Slides



**How Do You Define Success?**

ACT

1

Q&A

Enter your question

**Resource List**

-  PreACT Reports Viewing Guide
-  Sample Early Intervention Rosters
-  Sample Educator Report
-  Sample Student Report

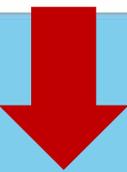
Survey

Post-Webinar Survey

Please let us know what you thought about today's event.

1. Did you learn something new from this webinar?

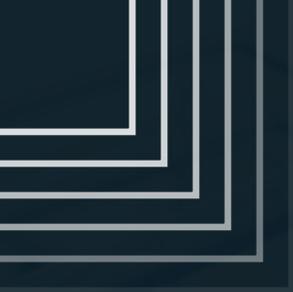
Select a Choice



Navigation bar with icons for: Slides, Q&A, Profile, Documents, Resource List (highlighted in yellow), Reports, Lists, Video, and Help.



How do I  
successfully manage  
the administration of  
PreACT<sup>®</sup>?



# Agenda

Before Testing

During Testing

After Testing

A dark blue background featuring a faint, semi-transparent image of a group of people in a meeting. The text "What's New?" is centered in white. The background image shows several individuals, including a man in a suit on the left, a woman in the center, and a man on the right, all appearing to be engaged in a discussion or presentation.

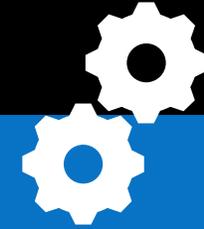
What's New?

# What's New

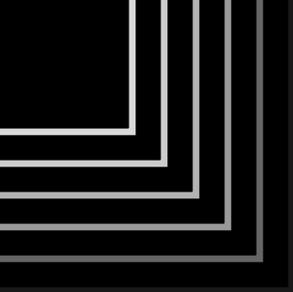
## New Reporting Features



Indicator of Career  
Readiness is reported at  
grade level



Benchmarks will be  
available at seasons and  
grade levels



# What's New

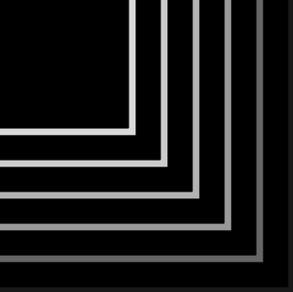
New Ordering Process

**Instead of the CCRIS system, North Carolina will now use the PearsonAccess<sup>next</sup> system for PreACT**

**This system will function similarly to The ACT**

PearsonAccess<sup>next</sup> ([testadmin.act.org](https://testadmin.act.org))

Web application used by testing staff to manage participation, verify and register students, and order materials

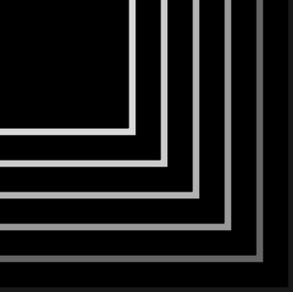


# What's New

New Reporting System

**North Carolina schools will still receive printed copies of the student reports. All other reports will be available through the online reporting system.**

What dates do I  
need to remember?



# Important Dates

Your complete **Schedule of Events** is posted on the ACT-hosted state testing website [[www.act.org/content/act/en/products-and-services/state-and-district-solutions/north-carolina/preact.html](http://www.act.org/content/act/en/products-and-services/state-and-district-solutions/north-carolina/preact.html)] in the Orientation stage

**August 3 -  
September 11,  
2020**

Manage  
Participation/SDU  
File Upload in  
PANext

**September 17,  
2020 – May 9<sup>th</sup>,  
2021**

Additional orders  
placed in PANext

**October 12, 2020  
– May 14, 2021**

Administer the  
PreACT

**June 1, 2021**

All Answer  
Documents must  
be returned

Order



Receive & Check



Prepare



Administer



Return



BEFORE

DURING

AFTER



Order



[North Carolina](#)

[PreACT](#)

[The ACT - Fall 2020](#)

[The ACT - Spring 2020](#)

[WorkKeys on Paper](#)

[WorkKeys Online](#)

## Important Dates

- Testing Window: October 12, 2020 - November 20, 2020
- Answer Folder Return Deadline (AFRD): December 4, 2020

Schedule of Events (coming soon)

**Documents will be replaced as they become available for fall 2020 testing**

## Quick Links

[PearsonAccess<sup>next</sup>](#)

## Contact Information

### ACT General Questions:

877.789.2925

[PreACT website](#)

[PreACT Contact Form](#)

### State Policy Questions:

Please contact your Regional Accountability Coordinator (RAC)

# Pre-test activities in PearsonAccess<sup>Next</sup>

## Manage Participation

**ACT** ACT > Contract 2020 Base > ACT Fall 2020 Base ACT (ACT) ▲

Tasks for Organizations Add Task Previous Task Next Task Exit Tasks

Create / Edit Organizations Manage Participation Edit Enrollment Counts Manage Completion Statuses Manage Contacts

ORGANIZATIONS (3)

- UAT District (D01)
- UAT Independent School (I01)**
- UAT School (HS01)

ACT FALL 2020 BASE

UAT Independent School (I01) Save Reset

ACT Use Only  ACT Use Only Details

If your school is NOT participating, scroll down to the Not Participating section.

For more information about Managing Participation refer to the [PearsonAccess<sup>Next</sup> User Guide](#).

**Participating**

Select Paper Initial Standard Time Test Date

Select Paper Initial Accommodations Test Window Start Date

Select Materials Receipt Date

Click Save to submit

**Not Participating**

If you complete this section you will NOT receive any testing materials.

Indicate reason for Not Participating

Note: If your reason is not in the dropdown, select 'Other' and provide a reason below.

Other Reason for Not Participating

Click Save to submit

Note: Please verify that your Participation and Contact Information are complete and accurate.

\* Required

Save Reset

# Pre-test Activities in PearsonAccess<sup>Next</sup>

## Manage Contacts

The screenshot displays the 'Organizations' management interface. At the top, there is a navigation bar with icons for Home, Setup, Testing, Reports, and Support. Below this, the 'Organizations' section is active, showing a 'Tasks' panel on the left and an 'Organizations' panel on the right. The 'Organizations' panel has a 'Manage' button and a dropdown menu that is open, listing options: 'All Tasks', 'Create / Edit Organizations', 'Test Administration', 'Manage Contacts', and 'Delete Organizations'. A red arrow points to the 'Manage Contacts' option. Below the dropdown, there is a search bar with the text 'Find Organizations Participating in ACT 2018' and a search button. A table below the search bar shows one result for 'ACT' with columns for 'Organization Name\*', 'Organization Code\*', and 'Organization Type'. A red arrow points to the 'ACT' entry in the table. On the left side, there are filter sections for 'Parent Organization', 'Organization Name', and 'Organization Code'.

Home Setup Testing Reports Support

### Organizations

Tasks 0 Selected

Select Tasks Start

Organizations 1 Selected Clear

Manage

Find Organizations Participating in ACT 2018

Organization Name or Organization Code contains Search

Filters Clear Hide

Parent Organization

Select one or more

Organization Name

Starts with

Organization Code

1 Result

	Organization Name*	Organization Code*	Organization Type
<input checked="" type="checkbox"/>	ACT	ACT	ACT

« 1 »

# Pre-test Activities in PearsonAccess<sup>Next</sup>

## Create Test Staff User Accounts

The screenshot displays the 'Users' management interface in PearsonAccessNext. The interface includes a top navigation bar with 'Tasks 0 Selected' and 'Users 0 Selected'. Below this, there are search and filter options. A dropdown menu is open, showing the following options: 'All Tasks', 'Create / Edit Users', 'Reset Passwords', and 'Delete / Restore Users'. A red arrow points to the 'Create / Edit Users' option. The main content area shows a search bar for 'Last Name or Email starts with' and a 'Search' button. Below the search bar, there are filter options for 'First Name' and 'Username', both with 'Starts with' input fields. The 'Account Status' filter is set to 'Select'. The main table area displays 'No Results' and a message: 'Search or select a filter to view results.' The table headers are 'Username\*', 'First Name\*', 'Last Name\*', and 'Email\*'.

**Users**

Tasks 0 Selected

Select Tasks

Start

Manage

**Find Users**

Last Name or Email starts with

Search

**Filters** Clear Hide

Restrict to selected organization

**First Name**

Starts with

**Username**

Starts with

**Account Status**

Select

No Results

<input type="checkbox"/>	Username*	First Name*	Last Name*	Email*
Search or select a filter to view results.				

# Pre-test Activities in PearsonAccess<sup>Next</sup>

## Ordering Additional Materials

The screenshot shows the 'Orders & Shipment Tracking' section of the PearsonAccessNext interface. At the top, there is a navigation bar with icons and labels for Home, Setup, Testing, Reports, and Support. Below this, the main heading 'Orders & Shipment Tracking' is displayed in a blue banner. The interface includes a 'Tasks' section with a '0 Selected' indicator, a 'Select Tasks' dropdown menu, and a 'Start' button. A dropdown menu is open from the 'Start' button, listing 'All Tasks', 'Orders', and 'Shipments'. A red arrow points to the 'Orders' option. Below the 'Start' section, there is a search area for orders, with a dropdown menu set to 'Last 30 days' and a 'Search' button. At the bottom, there are 'Filters', 'Clear Hide' buttons, and a 'No Results' message.

# Pre-test Activities in PearsonAccess<sup>Next</sup>

## Tracking Material Shipments

### Order Details ↗ ✕

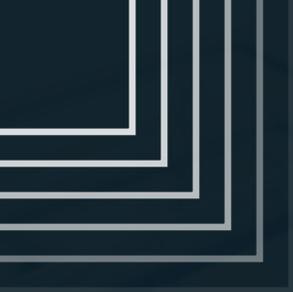
Order # **45923**      Sales Order # / Line # **6647056 / 1**

[Details & Status](#)   [Ship To](#)   [Materials Order \(10\)](#)   **[Shipments \(1\)](#)**

#### Shipment 1

Box Number	Status	Expected Arrival	Delivery Date	Tracking Number
1	delivered	03/14/2018	03/15/2018	<a href="#">433845350253</a>

[Close](#)

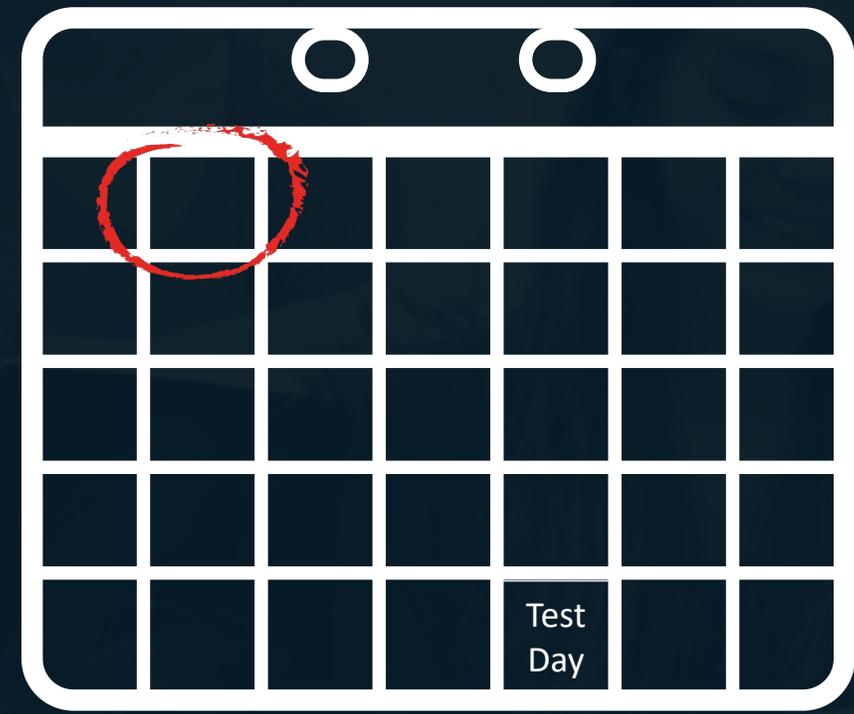


Receive  
& check

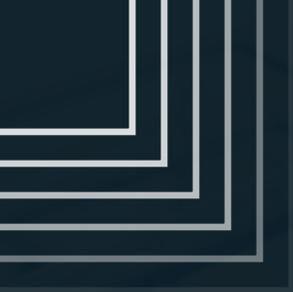


BEFORE

**Order**  
Through  
PANext



**Receive**  
1–2 weeks  
prior to testing



Receive  
& check



BEFORE

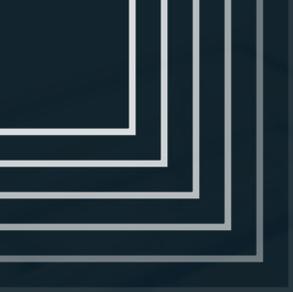


**WITHIN 24 HOURS**



**SECURE MATERIALS**

**Not  
Checked  
In**



Prepare



Purpose

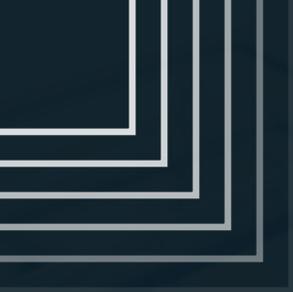
BEFORE



Day/Time of testing



Logistics



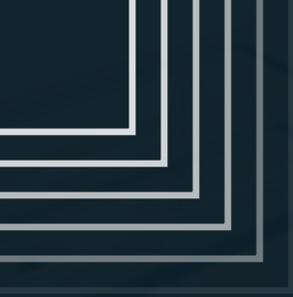
Prepare

BEFORE

# Secure location and prepare testing rooms



Pages 7-10



Prepare



BEFORE

**Apply student barcodes to  
answer documents**





Prepare



BEFORE

**Select and train testing staff**





Administer



Setting the stage



Timing



Monitoring



Documenting



Checking



DURING

2020 | 2021

PreACT  
Test Administration Manual  
North Carolina  
• Standard Test / Accessibility Supports  
• Paper Testing

ACT



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## Setting the stage



Flexibility of when  
PreACT can be  
administered

Modular Testing



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Be sure to hand out test booklets individually

## Setting the stage



DURING



Direct students to seats



Check calculators



Distribute answer documents



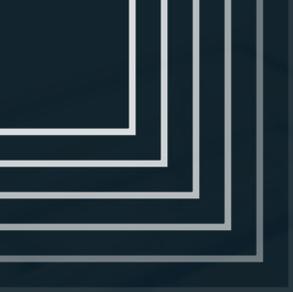
Complete student information sections



Hand out test booklets



Read verbal instructions



Administer



  
 Use a stopwatch  
 or interval timer  
 to ensure exact  
 time

  
 Include any  
 mistiming on  
 Irregularity  
 Report

**Timing** 

DURING



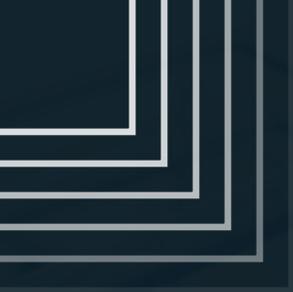
Time each test exactly



Record start/stop & 5-  
 minutes remaining



Provide a 10-15 minute  
 rest break between tests  
 2 & 3



Administer



# Monitoring

DURING



Unauthorized testing aids



Electronic devices



Working on wrong section

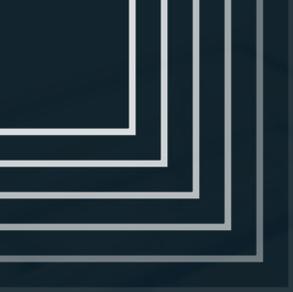


Other prohibited behavior

  
Give monitoring the room your full attention

  
Don't leave the room unattended

  
Don't answer questions about individual test items



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Do not return a completely voided answer document

## Documenting

DURING



Voiding Tests/Answer Document



Reporting Irregularities





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Separate used and unused materials and return to the Test Coordinator

## Checking



DURING



Turn all answer documents the same way



Confirm one answer document per examinee



Check documents for proper marks



Use Testing Irregularity Report



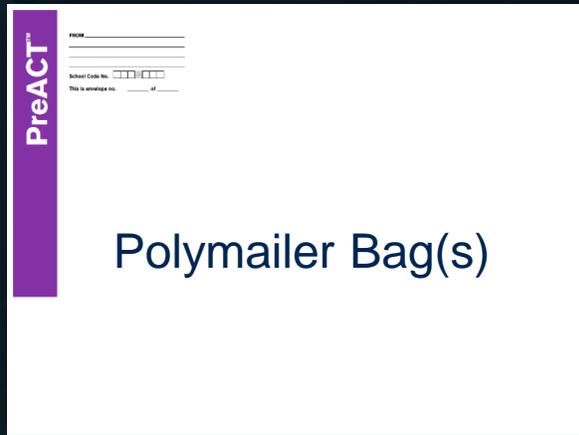






Return

AFTER



Call ACT if you do not have a regular FedEx pickup and there is not a drop-off location in your area.



Don't leave the packages in an unattended area or drop-off location.



Return



AFTER

	Last test day	Return Materials



Return

AFTER

Name: \_\_\_\_\_  
(Please print)



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ANN C. TAYLOR (ID#: 122876)  
Test Date: October 7, 2019  
WASHINGTON HIGH SCHOOL (Code: 123456)  
Grade 10

**Your PreACT™ Composite Score is 15**  
The graph displays your predicted PreACT scores compared to the ACT College Readiness Benchmarks.

Score	19	19	17
COMPOSITE	MATH	SCIENCE	
26			
24			
22			
20			
18			
16			
14			
12			
10			
8			

**Your Predicted ACT Composite Score**  
The scores below predict your future performance ranges when taking the ACT.

Score	14-17	14-22	15-20
COMPOSITE	MATH	SCIENCE	
26			
24			
22			
20			
18			
16			
14			
12			
10			
8			

**Your Detailed PreACT Results**  
The scores below represent your performance on reporting categories in English and Reading. Compare with only a few items that may be included on the ACT.

**ENGLISH**  
Correctly Answered: 25 of 45  
Corrected: 9 of 45  
Incorrectly Answered: 16 of 45

Question	Correct Answer	Selected Response	Score	Correct Answer	Selected Response	Score
1	A		26	G		F
2	F		27	C		F
3	B	A	28	J		D
4	G		29	C		D
5	D		30	H		B
6	G	H	31	F		A
7	A		32	F		A
8	F		33	D		D
9	D		34	G		D
10	H		35	D		D
11	A	B	36	F		G
12	J		37	A		C
13	C	A	38	J		C
14	G		39	B		J
15	B	C	40	C		J
16	F		41	A		J
17	D	C	42	H		D
18	H		43	B		D
19	C		44	G		J
20	H		45	C		J
21	A					
22	J					F
23	B					
24	G					
25	C	B				

**READING**  
Correctly Answered: 16 of 26  
Corrected: 8 of 26  
Incorrectly Answered: 9 of 26

Question	Correct Answer	Selected Response	Score	Correct Answer	Selected Response	Score
1	A		16	J		C
2	F		17	D		C
3	B	A	18	H		C
4	G		19	C		C
5	D		20	F		H
6	H		21	A		C
7	A	C	22	J		C
8	F		23	B		C
9	D		24	G		J
10	H	G	25	A		J
11	B					
12	J					
13	C	B				
14	G					
15	B	A				

**ENGLISH - Ideas for Progress**  
**Production of Writing**  
• most drafts with a pre- and thesis and discuss how developing specific words or phrases would change each draft's purpose  
• practice writing related conclusions  
**Knowledge of Language**  
• revise drafts to make writing more concise and precise  
**Conventions of Standard English**  
• practice recognizing fixed verbals or run-ons and how to separate them into two original, related sentences  
• check drafts by circling the prepositions to ensure they are the ones intended  
• find examples of commas used to set off parenthetical phrases in advertising copy or published authors' work

**READING - Ideas for Progress**  
**Key Lines & Details**  
• distinguish between what is most and least important in identifying challenging texts  
• distinguish between key concepts and subordinate ones in a text and write a concise summary about one of the key concepts  
• evaluate events in written or scripted sources to determine the primary (main) and final outcomes  
**Craft & Structure**  
• research words and phrases from different sources, identifying their shades of meaning in specific contexts or situations  
• explain why an author may use one or more organizational patterns  
• search for clues that suggest the viewpoint from which a challenging literary narrative is written or text and determine whether that point of view is relevant or biased  
**Integration of Knowledge & Ideas**  
• defend or challenge the author's or narrator's assertions by locating relevant key pieces of information in a text  
• synthesize information from multiple informational texts to clarify understanding of important concepts and issues

**CORRECTING ERRORS ON YOUR REPORT**  
If you think there is an error in information about your scores or you want to change information (e.g., address change) within 3 months of receiving your scores, write to:  
ACT Student Services  
PO Box 418  
Iowa City, IA 52242-0418

**ACT Student Services**  
PO Box 418  
Iowa City, IA 52242-0418

**IF AN ERROR IS FOUND TO HAVE BEEN MADE, A CORRECTED SCORE REPORT WILL BE SENT TO YOU AND ALL PREVIOUS SCORE REPORTS WILL BE CHANGED.**  
**RETENTION POLICY**  
We keep registration records for 5 years, score documents for at least 1 year, and test score confidentiality.

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Order



Receive & Check



Prepare



Administer



Return



BEFORE

DURING

AFTER



# Thank you!

[www.act.org/content/act/en/products-and-services/state-and-district-solutions/north-carolina/preact](http://www.act.org/content/act/en/products-and-services/state-and-district-solutions/north-carolina/preact)

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