



April 21, 2025

Dear Educators,

Thank you for administering the spring 2025 PreACT Secure assessment. Below are a few reminders for the final week of testing. **Please forward this email to all testing staff.**

Final Testing Week

This is the final week of PreACT Secure testing for spring 2025. **Any 9th and 10th grade students who have not completed testing will need to test by Friday, April 25.**

Monitoring Testing

Schools can monitor test participation with the Testing Dashboard in PearsonAccess^{next}. Instructions on how to access and use the Testing Dashboard are located in the [PearsonAccess^{next} User Guide for the PreACT Secure](#).

Online Testing Wrap-Up Items

As the window comes to a close, it is important to complete the following post testing tasks.

- 1.) **Review test participation** to ensure all students have been tested. Schedule make-up testing by April 25.
- 2.) **Ensure all test sessions have been stopped.** If testing has been completed and sessions are showing “In-Progress,” remove all students who did not test (Ready status) and “Mark Complete” students who have completed testing.
- 3.) **Verify that all testing administration forms have been completed.**
- 4.) **Upload seating diagrams into PearsonAccess^{next}**
- 5.) **Enter “Not Tested Codes” for any student who did not test.**
- 6.) **Return all paper accommodated test materials to ACT by May 9.**

Note: Do not return any online testing materials to ACT. Retain testing staff lists and agreements onsite for one year and destroy secure testing materials within 72 hours. See [Test Coordinator Information Manual](#) (p. 32) for complete instructions.

Resources:

- [PreACT Secure Online Administration Manual](#)
 - Removing Students from Test Session (p. 21)
 - Stop Test Sessions (p. 37)
 - Mark Student Test Complete (p.38)

- [PreACT Secure Test Administration Information Manual](#)
 - Collecting, Packing and Returning Materials (p.31)
 - Uploading Seating Diagram (p.33)

Note: Use cycle code **600** for the site header and processing envelope.

Entering Not Test Codes

Students who did not take the PreACT Secure will need to be marked as “not tested” in PearsonAccess^{next} (PAnext). Follow the instructions outlined in the [PreACT Secure Administration Supplement - Entering Not Tested Codes](#) to complete this process. The deadline to enter Not Test Codes is **May 2**.

Importing Not Tested Codes

If you have a large number of Not Tested Codes to enter, you can upload them using the Student Registration Export. You must have the **Importer** role assigned in PearsonAccess^{next} to complete this process.

- 1.) Log into PAnext and select the high school profile you want to enter Not Tested Codes for.
- 2.) Then, go to **Setup>Import/Export Data**
- 3.) **Select Tasks> Check Import/Export Data>Start**
- 4.) Select **Student Registration Export** under Type and leave all other filters and selections. Then Process.
- 5.) Once file has been processed, **download and open file**.
- 6.) **Column S** is State Use Question (Not Tested Code). **Enter the single letter (A-H) that corresponds to the Not Tested Code** you want entered for each student.

Note: Do not alter any other data field except Column S. Altering other data will cause errors in your data.

- 6.) Once you have entered Not Tested Codes for each student, **save the file locally** with a name you can easily remember (ACT Student Registration Import_ Not Tested Codes).
- 7.) Log back into PAnext, **Setup>Import/Export Data**
- 8.) **Select Tasks> Check Import/Export Data>Start**
- 9.) Now select **Student Registration Import** under Type, leave DO NOT USE-ACT Use Only unchecked. Click **Choose File** and select the file you saved locally with Not Tested Codes entered then **Process**.

Note: The import process may take a few minutes to completed based on file size. You will receive a notification via email once the import has been processed.

- 10.) Once processed, you can verify the import was successful by reviewing the file details for any errors and/or by completing another **Student Registration Export**.