

Overview

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

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^{next} by entering a not tested code. Not tested codes are entered in State Use Question #1.

Answering State Use Questions about Examinees

No later than April 10, test coordinators, with the assistance of room supervisors, enter a response to State Question #1 in PearsonAccess^{next} 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

About this task

The state has requested that ACT collect additional information about examinees who did not test. The test coordinator must enter this information in PearsonAccess^{next} for public school students and students participating in one of the Choice Programs, who did not take the ACT.

1. Sign in to PearsonAccess^{next} 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.

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**.

Students

Tasks 0 Selected

Select Tasks Start

Find Students Registered to ACT Bravo 2017

Last Name starts with Search

Filters Clear Hide

☐ Across All Organizations

Student Code Starts with

State Student ID

20 Results

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

Result: The Details screen is displayed.

6. Select an examinee on the left.

DETAILS

STUDENTA, BOB (8290676501)

Organization*

* BRAVO HIGH SCHOOL (BRAVO)

Student Code* 8290676501

First Name* BOB

Gender Male

State Student ID* 9677430017

Middle Initial

Date of Birth* 01/31/2000

Local Student ID

Last Name* STUDENTA

Actual Grade of Student* 11th Grade

Result: The details for an examinee are displayed.

7. Scroll down to State Use Questions.



The screenshot shows a section titled "State Use Questions" containing eight identical question entries. Each entry consists of a label (e.g., "State Use Question 1") followed by a rectangular dropdown menu with a downward-pointing arrow on its right side. The questions are numbered 1 through 8.

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.