



April 7, 2025

Dear Educators,

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

Final Test Window

Any students who did not take the ACT in Test Window 1 or 2, will need to test during the final ACT test window (Test Window 3). Tuesday, April 8 will be the final ACT paper standard time testing date for the spring 2025 ACT administration. Schools may use online testing in place of paper testing for make-ups. Test online make-ups with any remaining online testing dates available throughout the testing windows. Please review the [Switching from Paper to Online Testing](#) document for instructions.

Test Window 3 Dates

- April 8: Paper standard testing.
- April 8-11, 14-18: Paper accommodated testing.
- April 8-11, 14-18: Online standard and accommodated testing.
- Student MyACT account registrations must be completed within two days post testing.
- Review the [2025 ACT Schedule of Events](#) for all Test Window 3 tasks and deadlines.

Student Scores

Students' scores are received 5-8 weeks post testing. Scores will be sent electronically to their MyACT accounts and a paper copy will be sent to their home address. Schools will see scores in [Success.ACT](#) within one week of students receiving scores in MyACT and receive a hard copy of the students' reports to retain as part of students' records.

Note: ACT tests are scored in batches and not all student scores may be received at the same time. If a student has not received a score after eight weeks, then contact ACT directly.

Entering Not Test Codes

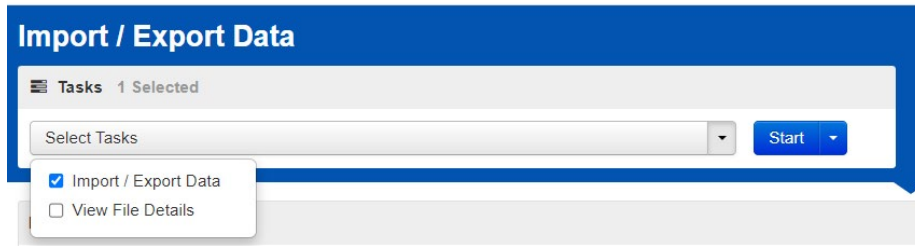
Students who did not take the ACT during any of the three testing windows will need to be marked as "not tested" in PearsonAccess^{next} (PAnext). Follow the instructions outlined in the [ACT Administration Supplement - Entering Not Tested Codes](#) to complete this process. The deadline to enter Not Test Codes is **April 25**.

Importing Not Tested Codes

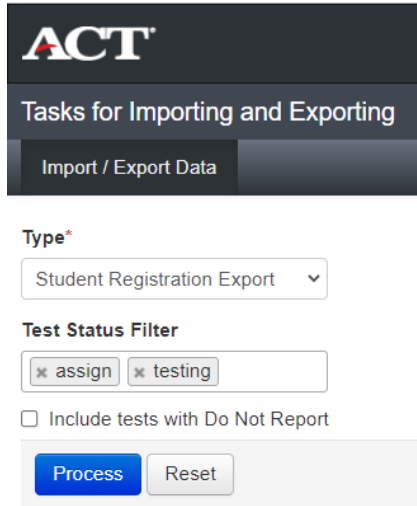
If you have a large number of Not Tested Codes to enter, you can upload them using the Student Registration Export. You must have the **Importer** role assigned in PearsonAccessnext to complete this process.

- 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



3.) Select **Student Registration Export** under Type and leave all other filters and selections. Then Process.



4.) Once file has been processed, **download and open file.**

5.) **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.

Ex. B = PAR (Parent Opt-Out).

#	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

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**.

Tasks for Importing and Exporting

Import / Export Data

Type*

Student Registration Import

DO NOT USE - ACT Use Only

File must be .csv or .txt

Choose File No file chosen

Process Reset

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**.

[DETAILS](#) ↻

Complete

Saved information for all records in the file.

File Information

Type

Student Registration Import

Name

test import.csv

Request Date

04/14/2023 10:49:18 AM

Total Records

1

Successful Records

1

Error Records

0

Organization

SAMPLE HIGH SCHOOL (0)

User

amy.peters@act.org

[Download File](#) ⓘ

Note: This communication is distributed by a DPI listserv. Responses sent directly to this email will not be received.