



## Verifying Student Roster and Testing Format in PearsonAccess<sup>next</sup>

### Student Roster Upload

DPI uploads a default testing format for each rostered student based on the following selected testing modes chosen by the school in [PearsonAccess<sup>next</sup>](#) (PANext):

- Paper testing = Paper (P)
- Online testing = Online (O)
- Combination of Paper/Online = Paper (P)

**Note regarding Combination of Paper/Online:** Test Coordinators will need to update the testing mode for students who are scheduled to take online testing.

### Verifying Student Roster

When verifying your student roster, you will want to:

- Verify all students are on your roster
- Verify examinee demographic information is correct (name, grade)
- Change test delivery format for students if needed

To verify student enrollment in PANext:

- Follow the **Verify Enrollment for Test Materials** instructions found in the PearsonAccess<sup>next</sup> User Guide.
- Go to **Setup>Students** and verify that all grade 11 students in the school have been added.
- Follow the **Add or Remove Students** process found in PearsonAccess<sup>next</sup> User Guide to enroll additional students if needed.
- If changes are need to a student's demographic information (name, grade), follow the steps outlined in the **Manage Examinee Information** section of the PearsonAccessnext User Guide.

Resource:

- [PearsonAccess<sup>next</sup> User Guide for the ACT Test](#)

**Note: Do not unenroll students from your roster.** Students who are enrolled and will not take the ACT should remain on your roster and a "Not Tested" code should be entered for those students at the end of testing. Please see the [Administration Supplement - Entering Not Tested Codes](#) for instructions on how to complete this process.

## Test Delivery Format

There are two ways to verify testing delivery format for each student; at an individual student level or through a Student Registration Export. For smaller class sizes or changes to a single student, follow the Individual Student instructions. For larger classes or to change testing format for multiple students, follow the Import/Export instructions further below.

### Verifying Testing Delivery Format by Individual Student

To verify testing format by individual student in PAnext:

- Go to *Setup>Students*
- Check the box located next to each student's name
- Go to *Select Tasks>Manage Students Tests>*then press *Start*
- You should see each student selected on the left side of the screen
- Click on *The ACT with writing* link under each student to bring up each student's *Testing Details*
- Verify *Delivery Format* is correct. If incorrect, change to correct testing format and hit *Save*.

**Note:** Accommodation supports will be uploaded automatically to a student's Testing Details once the student roster is finalized and as accommodations are approved. Please refer to the [ACT Schedule of Events](#) for specific dates. **Once a student's TAA PIN is present, and you make changes to the delivery format, you will need to select the Retrieve Accommodations button before saving.** This will update testing materials based on testing format. Make sure to receive the "Success-Changes Saved" message before closing.

### Verifying Student Enrollment and Testing Delivery Format by Export

To verify testing modality for each student in PAnext by school export:

- Go to *Setup>Import/Export Data*
- Select *Tasks> Import/Export Data>Start*
- Under *Type>Student Registration Export*
- Leave all defaulted *Testing Status Filters* checked
- Leave *Include Tests* with *Do Not Report* unchecked
- Hit *Process*
- You will then be taken to a screen that says *Pending, file has been queued for processing*
- Click the *Refresh Arrows* located to the right of *Details*
- You should now see that the file is complete and ready for download
- Use the blue *Download File* button to download and open the export
- The export file format will be CSV
- Verify student information, including *Delivery Format* (column K)
- If all information is accurate, no action is needed
- Save the Export CSV file locally if desired

## Changes to Student Enrollment and Testing Delivery Format by Export/Import

Schools with large roster changes can utilize the export/import feature in place of making changes within each student's Testing Details. **Not all active PAnext users will have import capabilities.** If you do not have import access, please reach out to ACT Customer Service directly or contact DPI for assistance.

### Export Process

- Go to *Setup>Import/Export Data*
- Select *Tasks>Import/Export Data>Start*
- Under *Type>Student Registration Export*
- Leave all defaulted *Testing Status Filters* checked
- Leave *Include Tests* with *Do Not Report* unchecked
- Hit *Process*
- You will then be taken to a screen that says *Pending, file has been queued for processing*
- Click the *Refresh Arrows* located to the right of *Details*
- You should now see that the file is complete and ready for download
- Use the blue *Download File* button to download and open the export
- The export file format will be CSV
- Save file locally, maintaining the CSV file format  
Best Practice: Include **import** and the date in your file name. This will allow you to easily identify the file to reimport.
- Review CSV file and make needed changes
- Column K is Test Delivery Format. P = Paper, O = Online
- Note: Do NOT make changes to the file layout (i.e., changing or adding column names).
- Once all changes are made, save file locally, retaining the CSV file format

### Import Process

Once all corrections have been made to your Student Roster export and the file has been saved locally:

- Go to *SetUp>Import/Export Data*
- Select *Tasks>Import/Export Data>Start*
- Under *Type>Student Registration Import*
- Leave *ACT Use Only* unchecked
- To select source file, click *Choose File* and search for the file you want to import
- Once correct file has been located, hit *Process*
- You should receive a message stating that your file was imported successfully
- To verify the import was successful, you can run the *Student Registration Export* again or verify at an individual student level
- If you have students with accommodations, please see next section below, *Students with Accommodations*

## Students with Accommodations

If changing testing format through the export/import process, you will manually need to retrieve the accommodation pin in each individual student's Testing Details. This will update testing materials based on testing format. Please refer to Verifying Testing Delivery Format by Individual Student above for instructions.

## Additional Resources

- [Enroll, Verify and Update Students Training Tutorial](#)
- [PearsonAccess<sup>next</sup> User Guide – Managing Test Materials Section](#)
  - Enrollment Determinations
  - Verifying Enrollment
- [PearsonAccess<sup>next</sup> User Guide – Managing Examinee Information Section](#)
  - Changes to Examinee Information
  - Changing an Examinee's Delivery Format
- [PearsonAccess<sup>next</sup> Operational Report Layouts](#)