

## 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

To verify student enrollment in PAnext:

- Go to *Setup>Students* to verify that all grade 11 students in the school have been added.
- If there are inaccuracies or changes to enrollment after the data upload, follow the *Enroll/Unenroll* process found in the [PearsonAccess<sup>next</sup> User Guide](#).

**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](#)