



Kentucky Department of  
**E D U C A T I O N**

**ACT**<sup>®</sup>

**College Admissions Exam**

**State Administration**

**Guidance Document**

**with Frequently Asked Questions**

**Spring 2023 Junior Administration**

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## SECTION 1: OVERVIEW

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KRS 158.6453 mandates a college admissions exam as part of its state testing program. ACT is the vendor providing that exam. The Kentucky Department of Education’s (KDEs) contract with ACT is in effect for the 2022-2023 school year. KDE's primary use of the college admissions exam is to measure students' level of readiness for college in core academic content areas. Meeting benchmarks on the ACT is one-way students may demonstrate academic readiness in the Postsecondary Readiness indicator of the state's accountability system for high schools.

Beyond the state use of results, the state-administered college admissions exam also benefits students, their parents, and educators in several ways. Administering the college admissions exam as part of required state testing permits students to take the exam at no cost to them. The exam is administered during the school day, providing equitable access for all students to participate. Additionally, many organizations that offer merit or academic scholarships will identify and award financial assistance based on scores from a college admissions exam.

The ACT program is a comprehensive system for collecting and reporting information about students planning to enter postsecondary education.

The state-funded testing program, which does not include the writing test, is separate from any ACT products that schools or districts may choose to purchase for their individual purposes. All ACT materials used in state testing should be handled separately from school or district-purchased materials.

ACT hosts a website for Kentucky testing information. On the site, you will find the schedule of events, test administration manuals, technical guides, user guides, instructional videos, links to PearsonAccess<sup>next</sup> (PAN), Test Accessibility and Accommodations (TAA), and more. You will find a link to the Kentucky ACT site on the ACT webpage on the KDE website.

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## SECTION 2: TESTING DATES

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Initial Test Window 1	
Administration	Dates
The ACT Online Standard & ACT- Authorized Accommodations Testing Window	<b>March 7-9 &amp; March 14-16</b>

The ACT-Authorized Accommodations Testing Window (Paper)	<b>March 7-10 &amp; March 13-17</b>
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Makeup Test Window 2	
Administration	Dates
The ACT Online Standard & ACT- Authorized Accommodations Testing Window (Online only)	<b>March 21-23 &amp; March 28-30</b>
The ACT-Authorized Accommodations Testing Window (Paper)	<b>March 21-24 &amp; March 27-31</b>

***Please Note: ACT and the Office of Assessment and Accountability (OAA) have worked to secure an Emergency Test Window 3. OAA will work with districts should a statewide emergency arise.***

The ACT Online Standard & ACT- Authorized Accommodations Testing Window in the table refers to dates used for online test administration. It includes the dates available for testing with ACT online. Notice that online testing only occurs on Tuesday, Wednesday, and Thursday of each week. All testing for the spring will be online. Paper test books will only be available for accommodated testing with no online equivalent. Please note: all online testing, including online accommodations, must be completed in the online window. ***Please note: If a school or district is unable to test online due to an internet outage or a weather event, please contact [Shara Savage](#) for alternative plans.***

The ACT-Authorized Accommodations Testing Window for paper table refers to paper accommodated testing. All paper testing must occur on those dates. Test Coordinators (TCs) would test students during the paper accommodations testing window if testing students with paper-accommodated materials. As a reminder, all testing for the spring will be online. Paper test books will only be available for accommodated testing with no online equivalent.

The [Spring 2023 ACT Schedule of Events](#) outlines the various tasks completed for each testing window during each administration cycle. Tasks will vary depending on which type of administration is being managed (online or accommodations which require paper). In addition to the Spring 2023 schedule of events, please download and utilize the [ACT Interactive Checklist](#). It is a valuable tool to assist District Assessment Coordinators (DACs) and Building Assessment Coordinators (BACs) in navigating through the testing cycle. For example, the time range to create test sessions for each test window is different. This document is essential to a smooth administration. DACs and BACs should download or save the link to this important document.

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### SECTION 3: ACT ONLINE OPTIONS and TECHNOLOGY

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The ACT Junior testing is an online-based administration. Beginning with the fall 2022 administration, ACT testing has moved to online. Paper testing will only be available for accommodations with no online equivalent, including Non-College Reportable (NCR) accommodations. Some approved accommodations that specify paper testing have online equivalents with different formats. For example, a Human Reader accommodation converts to Text-to-Speech for online delivery. The move to online testing, including Kentucky Summative Assessment (KSA), is to prepare students for the world they live in past high school. A student that requires a human reader will not have this accommodation once he/she graduates. Therefore, it is essential to prepare students for life outside of high school. KDE encourages schools to update students' IEPs to include text-to-speech and include this in routine instruction.

***Important Note: all students will be loaded in the ACT PearsonAccess<sup>next</sup> (PAN) system as testing online.*** The student's delivery format will be changed automatically to paper if the accommodation requires paper. Test Coordinators (TC) should not have to change delivery formats for any students, except NCR students.

KDE still refers to the testing windows as initial, makeup and emergency. ACT will refer to the testing windows as test windows 1, 2 and 3. It is the expectation of KDE that test window one is used as the initial test window. Test Window 3 will be available only in the case of a statewide emergency.

#### Technology Preparation

Prior to a school testing online, ACT recommends that the technical staff review the technical requirements to ensure the online administration's equipment meets all requirements. The

comprehensive technical requirements and information can be found in the ACT [Technical Guide for Online Testing](#), available in the Configuration section on the [ACT hosted website](#).

### **Proctor Cache**

Proctor caching is no longer required and is no longer recommended to be used. Pearson (TestNav Systems) are advising to discontinue the use of proctor caching. Kentucky K-12 school districts have an advantage over most states in that we have a minimum per student bandwidth of 260-300 Kbt and that our serviceable uptime from our Internet service providers is 99.99%. Proctor caching was initially offered to schools and districts in the early stages of online testing as a solution for limited bandwidth or unstable connectivity. Pearson has also documented that caching is a slower delivery process and has caused performance and response issues in the recent past compared to direct Internet interaction with the test delivery. Implementing caching in a district adds a layer of complexity to the online testing setup and also adds a potential point of failure. This can cause districts to experience more frequent TestNav errors and more student testing interruptions, which worsens the students' testing experience.

Kentucky agrees with Pearson and recommends that districts not deploy proctor caching in future test windows. ACT still officially recommends proctor cache, if a school or district tech coordinator determines it would be helpful. ACT resource material will still recommend proctor caching.

### **Technology Devices**

To ensure students have the best test experience and to ensure the scores they earn are deemed to be college reportable, the following information is to help clarify and answer questions about touchscreen technology for the ACT online testing.

1. Apple iPads are allowed for the online testing windows.
2. Chromebooks with touchscreens are allowed for online testing windows. The touchscreens can be in active mode and used during the test.
3. Chromebook "convertible" models must keep the keyboard attached during all test activities to be used in the ACT online tests. The touchscreens can be in active mode and used during the test.
4. Convertible Chromebook Tablets operating in tablet mode are NOT allowed at this time.

Standard test time and accommodated students will be authorized to utilize touchscreen devices, including iPads and Chromebooks.

The standard minimum software requirements are listed in the table below.

**Table 3: Minimum Hardware Requirements**

Category	Windows	Mac OS	iPad OS	Chrome OS
Supported Devices	Desktop and Laptop	Desktop and Laptop	Apple iPads	Chromebook
Processor	x64 - AMD, ARM, ARM64 or Intel-based	x64 - AMD, ARM, ARM64 or Intel-based	Any	Any
Memory	2 GB RAM minimum 4 GB RAM recommended	2 GB RAM minimum 4 GB RAM recommended	1 GB RAM minimum 2 GB RAM recommended	2 GB RAM minimum 4 GB RAM recommended
Screen Size	9.5 inch	9.5 inch	9.5 inch	9.5 inch
Screen Resolution	1024x768	1024x768	1024x768	1024x768
Other Requirements	External keyboard and mouse (or touchpad) for touchscreen devices recommended*  Local File access to home directory	Local File access to home directory	A physical keyboard is required to take the ACT writing test*	Convertible Chromebooks cannot be used in tablet mode as a touchscreen device  External keyboard and mouse (or touchpad) for touchscreen devices recommended*
Recommendations	Wired hardware	Wired hardware		

**Allegation alert:** Examinees may not use cell phones, smart watches, fitness bands, media players, or any other electronic devices at any time (including during the break). All devices must be powered off and stored out of sight.

If an examinee accesses a device at any time, or if a device activates after being stored away, the examinee must be dismissed. Staff should:

- Vigilantly monitor for prohibited behavior during testing and during the break.
- Strongly enforce the dismissal of any examinee who engages in prohibited behavior.
- Prominently display the prohibited device posters at central locations.

**Note:** Please do not collect cell phones or other electronic devices from examinees; examinees should retain responsibility for them. Exception: If an examiner has been authorized to use a cell phone with a medical device in the room, the cell phone must be held by the room

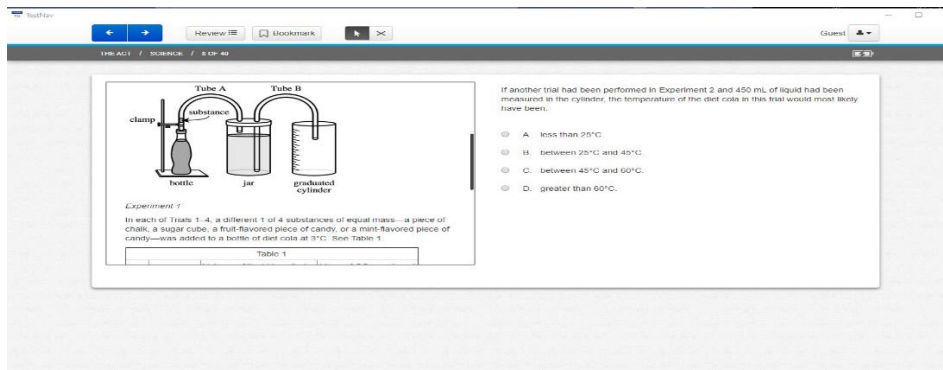
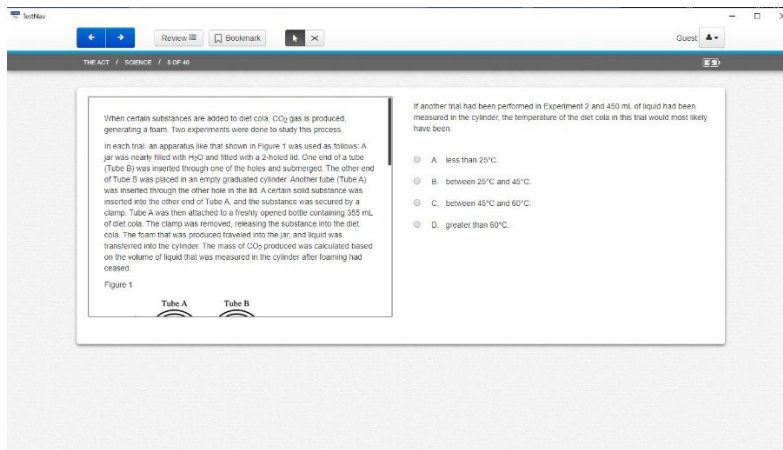


supervisor or proctor during testing and used only for its medical purpose under the direct supervision of testing staff.

Staff should not use cell phones or electronic devices, while in the test room. If staff members have cell phones in the room, they should be turned off or silent.

## TestNAV System Design

With the move to online testing, students will need to utilize online practice tests in order to become comfortable with the testing platform format. The screenshots below are examples of where being comfortable with the platform format would benefit students.



In this example, the student must scroll down to read the complete passage to answer the question correctly. Due to the size of some passages that are accompanied by graphics, charts, and tables, the content is presented in a box that requires the examinee to scroll down to see all of it. This is the way science passages are presented for all examinees who test online, regardless of the device used or the way that device is configured.

The content is presented in this manner because it must be presented consistently on the screen of all devices allowed for testing, including small laptops like Chromebooks. The screen size and resolution on a small laptop device puts limitations on the size of the type and graphics

if they are to be readable. A science passage that contains text, a graphic, and one or more tables, for example, could not be presented in its entirety on a small Chromebook screen at a readable size. That's why the passages are shown in a scrollable box. Additionally, the KSA has the same design feature. Therefore, a best practice would be that all students practice the online formats in the [ACT Practice Test within TestNav](#).

**Are schools required to administer the ACT online?**

Yes, it is required to test online. All testing for the spring will be online. Paper test materials will be available for accommodated testing with no online equivalent.

**If students were absent for the initial test date, should they be tested online in the initial online test window?**

Juniors are required to test; if a student misses the initial test day and wants to test, students can be tested on any online testing day either test online window 1 or test online window 2.

**Are students allowed to use their handheld calculators on the mathematics test portion of the ACT taken online?**

Yes, provided the calculators are not on ACT's prohibited list. Students may also use the embedded DESMOS graphing calculator in TestNav. See ACT's [Calculator Policy](#). This policy differs from KSA testing.

**Does KDE require proctor caching?**

No. Proctor caching is no longer required and is no longer recommended to be used. Pearson (TestNav Systems) are advising to discontinue the use of proctor caching. ACT still advises schools to use proctor caching.

[Technical Guide for Online Testing](#)

**Support Contacts:**

[PearsonAccess<sup>next</sup>](#)

[PearsonAccess<sup>next</sup> Mock Administration \(training site\)](#)

[Download TestNav, Proctor Cache Software](#)

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## SECTION 4: WHO SHOULD TEST?

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Kentucky state law mandates all grade 11 public school students in Kentucky to take the ACT, including students who have previously taken the national ACT, students who transfer in after initial test day and prior to the last day of test window 2, students retained in grade 11, grade 11 foreign exchange students, and students in the Early Graduate Pathway (EGP) Program. Students expected to test must be classified as grade 11 in Infinite Campus (IC) by March 7 to test in the initial test window and March 29 to test in the makeup window. Accommodated students will need to be enrolled and an [exception to the deadline request form](#) filed prior to March 3, in order to test. As a reminder, Students in the Early Graduate Pathway (EGP) may take the state administration of the ACT one time, either in grade 10 or grade 11.

The policy for EGP students regarding the ACT has not changed. All students take the state-funded ACT administration one time in high school, including the EGP students. The EGP students have more choice about which administration they wish to participate in. (The only exception is students who repeat grade 11; they would take the ACT again just as students who repeat grade 3 would retake the KSA grade 3 reading and mathematics tests.)

The unique fall 2022 senior administration was a bonus opportunity specifically for seniors but was also opened for EGP students who wanted to use it as their one-time opportunity to take the ACT. This included EGP students currently in grade 10 or 11. EGP students who chose to take the ACT this fall with seniors are not eligible to take the spring 2023 state administration of the ACT for juniors.

Students who are exempted from the state administration of the ACT include:

- Alternate Assessment students take the Transition Attainment Record (TAR) instead.
- First Year English Learners (ELs) are not required to participate in the ACT. If these students plan to enroll in college, which might be their only opportunity to take the ACT at no cost to them, they may take the exam. If EL students choose to participate, they may use their results to demonstrate academic readiness in the Postsecondary Readiness indicator.
- Homebound or hospitalized students are not necessarily exempt from testing; however, the medical condition or disability will determine how the situation is handled.
- A student who has received a perfect ACT score of 36 on a National ACT Exam.

**Are foreign exchange students required to take the ACT?**

Yes, per the Every Student Succeeds Act (ESSA), foreign exchange students in grade 11 should participate in the ACT's state administration.

**A student who was in grade 11 last year took the ACT. The student chose to remain in school for the supplemental year or was retained and is still in grade 11. Does the student retake the ACT?**

Yes, any student retained in grade 11 should retake the ACT assessment.

**Last year, a student was in grade 10 and did not take the ACT. The student has earned enough credits through credit recovery to now be classified as a senior. Does the student take the ACT?**

No, if the student is enrolled as a senior, the student should not take the ACT Junior Administration. Unfortunately, the student missed his/her opportunity.

**A student in the EGP was in grade 10 last year and took the ACT. The student is now a junior. Should the student take the state administration of the ACT?**

No, students in EGP may take the state administration of the ACT one time during high school.

**If an EGP student took the ACT as a sophomore but has since dropped out of the pathway? Would the student take the ACT as a junior?**

No, students in the EGP may take the state administration of the ACT one time during high school.

**A child/student took a national administration of the ACT and received a perfect score of 36. Does the child/student have to take the state administration of the ACT?**

No, students who have received a perfect score of 36 on a National ACT Exam are not expected to test.

**A student transferred/enrolled after the initial test day, but before last makeup test day, and did not take the ACT at the previous school. Does that student need to test?**

Yes, if the student enrolls prior to the deadline to submit an enrollment request (see Schedule of Events) and are classified as grade 11 in Infinite Campus (IC) by March 7 to test in the initial test window and March 29 to test in the makeup window.

**Do students expelled with services received still have to take the ACT?**

Yes, students who receive educational services should also participate in state-required assessments, including the ACT. If necessary, the student may test offsite (see the offsite section of the [Test Coordinator Information Manual Page#11.](#)) For unique circumstances, contact [Shara Savage](#) at KDE.

### **Do first-year English Learner (EL) students test?**

First-year EL students are not required to participate in the ACT. If these students plan to enroll in college, which might be their only opportunity to take the ACT at no cost to them, they may take the exam. If they choose to participate and meet KDE benchmarks, their score can be used to meet the academic component of the Postsecondary Readiness Indicator in Kentucky's accountability system. If they do not meet the CPE benchmarks, the scores will not be used in Kentucky's accountability system. The student can choose another option to demonstrate academic readiness.

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## **SECTION 5: TASKS - SCHEDULE OF EVENTS**

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The ACT Schedule of Events outlines the various tasks that must be completed during the testing cycle. Tasks will vary depending on which type of administration is being managed (standard time/accommodated online or accommodated paper).

### [Schedule of Events](#)

ACT and KDE have partnered to offer office hours beginning in late August through the Spring 2023 administration. KDE will provide reminders on specific hours in upcoming DAC communications.

ACT Office Hours: (All times listed below are eastern standard time)

[Friday, November 18, 2022, 10:00 AM - 11:00 a.m. ET](#)

[Friday, December 9, 2022, 10:00 AM - 11:00 a.m. ET](#)

[Friday, January 13, 2023, 10:00 AM - 11:00 a.m. ET](#)

[Friday, February 10, 2023, 10:00 AM - 11:00 a.m. ET](#)

[Friday, March 3, 2023, 10:00 AM - 11:00 a.m. ET](#)

[Friday, March 17, 2023, 10:00 AM - 11:00 a.m. ET](#)

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## SECTION 6: PEARSONACCESS<sup>next</sup> (PAN) FOR ACT and THE TEST ACCESSIBILITY and ACCOMMODATIONS (TAA) SYSTEMS

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PAN is used to manage user accounts and contacts, select test dates, verify enrollment, order materials, manage examinee information, manage online test sessions, and run reports. [TAA](#) is the system used to request accommodations, EL supports and submit accompanying documentation.

### How is a new user account set up in PAN for the ACT?

DACs should contact [Shara Savage](#) by email or phone at (502) 564-4394. BACs should contact the DAC to request an account.

### If access to an account in PAN for ACT is denied, what are the steps to correct the issue?

First, ensure the correct URL address is used:

<https://testadmin.act.org/customer/index.action>.

If the URL address is correct, try clicking "Forgot Username" or "Forgot Password," whichever applies. If those steps do not lead to access, contact ACT Customer Support at ACT General: 800.553.6244, ext. 2800

### How is the Trusted Agent assigned in the [ACT Success Site](#)?

The Trusted Agent is responsible for managing user access to ACT's Test Accommodations and Accessibility (TAA) and Online Reporting systems. ACT's business rules call for the Trusted Agent code, which must be used when establishing a Trusted Agent account, to be sent via email to the District Superintendent. Despite the fact that the Superintendent must receive the code, she/he is not the individual who must establish the Trusted Agent account. ACT encourages district staff to discuss who is best suited to serve in the Trusted Agent role. If the district needs the Trusted Agent access code resent, please contact [Shara Savage](#).

### How is a Test Accommodations Coordinator (TAC) assigned access to the Test Accessibility and Accommodations (TAA) system?

The Trusted Agent can invite the TAC to access the TAA system, or the TAC can request access and role permissions through the TAA system. If the TAC requests access, a notification is sent to the Trusted Agent requesting the TAC approval. If a Trusted Agent

disapproves of a TAC, the TAC will not receive access. Please see [TAA User Guide](#) for directions.

### **How is a Test Coordinator changed in PAN?**

This should be completed by the District Test Coordinator (DAC). Please see the [Directions for changing a Test Coordinator](#) for assistance.

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## **SECTION 7: PAN SELECT TEST DATE TASK**

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The **Select Test Date Task** is required in PAN. Submitting test date information is important because it verifies the following information for the school: The Initial Standard Test Date, the Initial Accommodations Test Window Start Date; the materials receipt date; or a reason if the school is not participating.

Please select N/A for the paper standard time test date, select a paper accommodations test window start date and an online test window start date. Failure to complete this step means the school would be marked not testing and will no longer receive administrative communications from ACT for the spring administration cycle.

Alternative schools testing students on-site should indicate participation by selecting a test date. If scores are to be reported to the A1 school, the students should be loaded at the A1 school in PAN and can test offsite at the Alternative school. Alternative schools whose students will likely not test should indicate that they are not participating and provide the reason. Students enrolled at this school will not receive materials.

### **Should a paper standard-time test date and an online test date be selected?**

No, schools should select N/A for the paper date and select an online date.

### **Will the student roster be available in PAN when selecting test dates?**

No. Students will be loaded on Jan. 6, 2023. **Paper materials will not be sent to students if the Select Test Date Task is not completed.** An exception will be made if the student(s) has an approved accommodation that requires paper testing.

### **How should alternative schools complete the select test date task?**

- Alternative schools need to select test dates only if the scores of the students who test there will be reported to the alternative school. If all scores will be reported to home schools, the alternative school should indicate they are not

testing. If students are enrolled after the verify enrollment deadline, students can be added to online test sessions and tested online.

- Alternative schools whose students will likely not test (for example, some psychiatric units) should indicate that they do not participate and provide the reason. Students enrolled at this school will not receive materials.

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## SECTION 8: REQUEST ACCOMMODATIONS

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ACT provides access to the exam through appropriate accommodations based on the examinee's diagnosis and needs. Students may test with ACT-authorized accommodations, EL supports, or non-college reportable accommodations. The ordering of ACT-authorized materials will be auto-filled by the ACT Accommodations team so long as submission deadlines are met. Non-College Reportable (NCR) materials need to be ordered in PAN as an additional order. For more information, contact ACT Accommodations, email [ACTStateAccoms@ACT.org](mailto:ACTStateAccoms@ACT.org) or phone 800-553-6244 x 1788.

Within the timeframe specified in the Schedule of Events, you may request reconsideration for accommodations if your request is denied and you have additional documentation to submit.

Qualified Exceptions to the deadline are for requests that could not be submitted by the original deadline, such as requests for students new to your school or students whose accommodations status has changed since the deadline. **If you miss the initial deadline, that does not qualify your requests for an exception.** All accommodations requests need to be submitted by the original deadline.

**Allegation Alert** on accommodation deadline - **Nov.14, 2022 – Jan. 13, 2023**, is the time range for schools to request accommodations for the spring administration.

ACT and OAA strongly encourage schools/districts to submit requests in the TAA system prior to winter break. This will help ensure that testing staff has ample time to provide ACT with any additional information and documentation needed to secure the authorized accommodations and supports. The deadline to complete this task is **Jan. 13, 2023**.

Students may not be approved for accommodations if a school waits until the deadline. If a school misses the deadline, the student will be denied their accommodations.

If a school fails to request accommodations for a student, this is considered an allegation. The DAC should enter the allegation into the online KDE/[CAVEON Core reporting system](#).



English Learner supports do not carry over and must be requested again, unlike approved accommodations, which can be reassigned to a new test administration. For more information on EL Supports please visit the [ACT Test Accessibility and Accommodations System \(TAA\) User Guide](#), page 10, [Accessibility Supports Guide for the ACT](#) and the [ACT Knowledge Hub](#).

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## SECTION 9: STUDENT DATA UPLOAD FILE and PREPRINTED BARCODE LABELS

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The Student Data Upload (SDU) will be entered in ACT PAN on Jan. 6. Test coordinators will then verify the students and make any necessary changes in PAN prior to Jan. 20. Schools will receive preprinted barcode labels and personalized non-test instructions documents based on the student information in PAN on Jan. 20. Test Coordinators (TCs) must verify student counts (from SDU) and make any updates, including adding new students once the upload is complete. After the verify enrollment window closes, students entered into the system will not receive preprinted bar code labels or personalized non-test instructions in the initial shipment. Please see [directions for verifying enrollment counts](#) in a tutorial for testing staff. DACs should carefully check enrollment at alternative schools and verify that student enrollment is correct. This is often overlooked and can cause issues with students receiving materials.

Students in PAN on Jan. 20 will receive preprinted barcode labels. Please note that ACT will send preprinted barcode labels for all examinees enrolled at your organization in PAN at the end of the Verify Enrollment window, regardless of their designated test delivery mode. Bar code labels will only be needed for paper accommodations testing. Bar code labels that are not needed should be securely destroyed.

### How does this affect creating test sessions?

Students loaded via the SDU file will have an online test mode, making it easier for testing staff to create online test sessions. Schools will simply create test sessions in PAN and add students to those sessions. Testing staff can begin creating and adding students to test sessions for the Initial Test Window 1 on Jan. 30. See the Create and Assign Test Sessions [training tutorial](#) within step 4 of the ACT hosted website.

**Should ACT students be showing up in PAN yet? If not, when will they be uploaded and available for verification?**

Yes, students should be showing in PAN on Jan 6. The Student Data Upload (SDU) file will be loaded in PAN by Jan. 6. ACT will email TCs and DACs when it is time to verify enrollment accuracy and student demographic information. The published deadline to complete this task is Jan. 20; however, examinees may continue to be enrolled within PAN leading up to the test administration dates.

**Will KDE upload another SDU file closer to the initial test date?**

No, any students who enroll after the initial data file are uploaded will need to be added manually by following the [How to Verify and Enroll Tutorial](#). Students testing with paper will not receive a preprinted barcode label; their answer documents must be gridded with demographic information.

**With the move to online testing, why are schools receiving preprinted bar code labels?**

All students loaded in the SDU file will still receive a preprinted bar code label. If an emergency arises and the school cannot test online, the students' test mode can be moved to paper and barcode labels will be available for paper materials.

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## SECTION 10: VERIFY ENROLLMENT

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Test Coordinators (TCs) must verify student counts (from SDU) and make any updates, including adding new students. This activity takes place **once KDE provides ACT with the SDU file. TCs can begin this task in PAN on Jan. 9; the deadline to complete this activity is Jan. 20.** If a student is enrolling in or un-enrolling from school before the test administration, submit a request for ACT staff to complete enrolling or un-enrolling for the school. Refer to "How to Enroll or Un-enroll an Examinee" in [PearsonAccess<sup>Next</sup> User Guide](#) for the ACT<sup>®</sup> Test. Schools will only receive materials for the students who are enrolled.

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## SECTION 11: TRAINING REQUIREMENTS

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Each year, anyone administering a state-required assessment must be trained in the [Administration Code for Kentucky's Educational Assessment Program \(703 KAR 5:080\)](#). Anyone providing accommodations must also be trained in the [Inclusion of Special Populations in the State Required Assessment and Accountability Program \(703 KAR 5:070\)](#). However, administrators who were trained in fall 2022 in the Administration Code or Inclusion of Special Populations **do not** have to repeat that training for the spring ACT administration.

In addition to KDE required training, ACT also has training requirements. ACT requires training of its room supervisors, proctors, accommodations providers and other testing staff. Near the end of the ACT Test Administration Manuals (standard time and accommodations) is a section titled "Training Session Outline and Topics for Discussion." Subjects include the *Security of Test Materials, Room Preparation, Pretest Activities, Test Day* and *After the Test*.

During a training session, the TC is expected to discuss the topics described in each section with the testing staff. The TAC must also attend and share any relevant topics with accommodations staff in a separate training session.

### **ACT and OAA required - Appropriate Administration Manuals**

The following resources are available for training:

- [ACT Administration Manual - Accommodations Paper \(pdf\)](#)
- [ACT Administration Manual - Non-College Reportable Paper \(pdf\)](#)
- [ACT Administration Manual - Online Testing \(pdf\)](#)
- [ACT Test Coordinator Information Manual \(pdf\)](#)
- [Test Day Overview for Room Supervisors \(video\)](#)
  - [ACT Calculator Policy](#)
- ACT-KY-DAC - Spring 2023 Test Administration Training
- ACT-KY-DAC - Spring 2023 Test Administration Training slides
- [Test Administration Training #1 - Pre-Test Activities: November 14, 2022](#)
- [ACT Test Administration Training #1 slides](#)
- [Test Administration Training #2 - Test Day and Post-Test: February 16, 2023](#)
- ACT Test Administration Training #2 slides (coming in February)

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## **SECTION 12: OFFSITE TESTING AND HOME/HOSPITAL SETTING**

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If a student is homebound, in the hospital due to a medical emergency, or otherwise cannot test at the school, the student may test offsite. Offsite testing does not require a request in TAA. For more information on offsite testing, including test security precautions and facility requirements, see [Offsite Testing Procedures](#) on page 11 of the Test Coordinator Information Manual. Please complete a transportation form and include it in your returned materials if transporting materials.

Homebound or hospitalized students are eligible to test; however, the medical condition or disability will determine how the situation is handled.

Offsite testing is available for homebound or hospitalized students due to diagnosed disability (e.g., diabetic). Online testing is an option for offsite testing. Offsite testing is considered a local arrangement, not an ACT authorized accommodation, and therefore does not require an application in TAA. Additional information about offsite testing can be found on page 11 of the Test Coordinator Information Manual, which is posted to the ACT hosted website and will be included in the shipment of your materials.

**Options for testing students enrolled at virtual schools.**

- Students can test at a nearby physical high school willing to test them. It could be the school they would attend if they were not enrolled at the virtual school or any nearby high school. The virtual school student does not have to be enrolled at the other high school. The TC for the virtual school would contact the TC of the other high school and ask them to enroll the student(s) in PAN for that high school. KDE requires the scores to be reported to the school where the student tests, so they would be enrolled in PAN at the high school where they test using the high school code of that school.
- The virtual school can identify a location where they can test their students. This location could be at another high school or at any space that would meet the requirements for testing. The virtual school would then conduct testing at this site, managed in PAN under the virtual school's name and code. This would be considered offsite testing and would be indicated as such on the test administration forms. Virtual academies can utilize offsite online testing. The same site readiness requirements apply; follow site readiness procedures at the offsite location to determine if online testing can be completed.

**What procedures should be followed for students at an alternative school who are going to take the ACT at their home high school?**

No action is required. Students who will test at their home school should be enrolled at the home school in PAN.

**A student who was expelled but received services are not allowed on campus. How does the school provide student services?**

The student may participate in offsite testing. DACs should use their discretion on whether or not a student's situation safely allows for offsite testing.

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## SECTION 13: MyACT ACTIVITIES AND PARENTAL CONSENT POLICY

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With each ACT administration, all Kentucky DACs are responsible for recording students in their districts who are under 18 years of age and do not have parental consent to opt into ACT's Educational Opportunity Service (EOS) or select score recipients. This will be done by choosing a response to a State Use Question in PearsonAccess<sup>Next</sup> (PAN). Parental consent must be obtained for each administration and does not transfer over from any previous administration.

### Completing the Non-Test Activity in MyACT

Students will complete the non-test activities online in MyACT. See instructions for MyACT in [Taking the ACT](#):

Once students have created an account, they can update their demographics, receive ACT notifications, access information to prep for the ACT exam, access scores, and more.

The online system offers more flexibility for students. Students have the opportunity with parent consent to complete the pretest activities at home with a parent or guardian prior to test day.

However, it is the expectation of KDE that a pretest session is held for all students to ensure every student has the opportunity to complete the required pretest activities.

The TC's responsibility is to guarantee all students have completed this activity. Failure to complete this activity can result in students' inability to send scores to colleges and universities and access scores online. To provide visibility into the non-test information process, schools will have access to a new daily Student Code Usage Status report after receiving their first shipment of materials. This report is posted in the Published Reports section in PearsonAccess<sup>next</sup>. Refer to the Accessing Reports section of PearsonAccess<sup>next</sup> User Guide for instructions. This report contains "Yes" or "No" to indicate students who have not used their Student Code or have not completed college choices.

Below are resources for testing staff and parents on parental consent policy:

[2022-2023 ACT Parental Consent Guidance Document](#)

[2022-2023 ACT Parental Consent Parent Letter](#)

[Parental Consent Form](#)

## Manually Marking the State Use Question Response

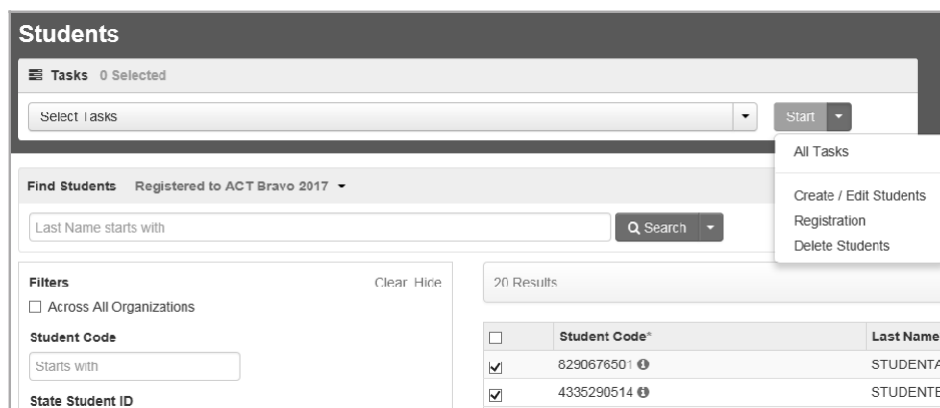
Below are instructions for two methods to manually marking the response in PAN for each student or indicating the response on an exported file.

BACs can manually change the state use question values in PAN, student by student, but only DACs have the ability to complete the update by exporting and importing a file.

A response to the State Use Question is only required for students who do not have parental consent. For students who have parental consent, the response is left blank.

To manually change the state, use the question value:

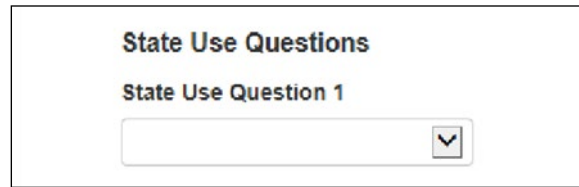
1. Sign into the [ACT PAN](https://testadmin.act.org) at [testadmin.act.org](https://testadmin.act.org).
2. Select the **Setup** icon.
3. Select the **Students** title.
4. Result: The student's screen is displayed with a table of students. Note that at the top of the table, on the right, you can change the Displaying setting to show 10, 25, 50, or 100 students at a time.
5. Select the checkbox next to an examinee or multiple examinees (or the checkbox at the top of the column to select all examinees).
6. Under Tasks, use the Start dropdown and select **Create / Edit Students**



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

7. To change the state use question response and select a student on the left.
8. The details for the examinee are displayed.

9. Scroll down to State Use Question #1.



The screenshot shows a rectangular box with a white background and a thin black border. At the top, the text "State Use Questions" is centered in a bold, black font. Below it, "State Use Question 1" is also centered in a bold, black font. Underneath the text is a white rectangular input field with a thin black border. To the right of the input field is a small square button with a downward-pointing chevron icon, indicating a dropdown menu.

10. Select response "A." The student is not yet 18 years of age, and the school has NOT received parental consent to release scores or information to third parties" using the dropdown menu. **If the student has consent or is 18, do not select a response.**

11. Select the **Save** button. A "Success – changes saved" message is displayed.

### **Changing the State Use Question Response with a file export/import**

The state use question response can also be changed by exporting an Excel file from PAN, changing the values, and importing the file back to PAN. DACs have the importer role in PAN, which allows them to export and import files.

DACs can opt to filter the exported files for individual schools to send to BACs and ask them to change the state use question response for examinees who do not obtain parental consent. After the value has been entered and saved, DACs can upload the school-specific files one by one or upload a single aggregate file.

***Please note: No value other than the State Use Question #1 (column S) can be changed when manipulating these files. No student data can be changed or corrected in the file, and no students can be added or removed.***

### **Exporting and Updating the SDU File**

This section describes the steps for exporting student data from PAN and updating it to add new student records or update existing ones.

#### **Export a Data File for the ACT**

DACs can export the student data from PAN and use the exported data to accurately update student data for the state use question about parental consent.

1. Sign into the [ACT PAN](https://testadmin.act.org) at [testadmin.act.org](https://testadmin.act.org).
2. At the top right of the screen, select the **ACT** administration. Ensure the district, not an individual school, is in the upper right corner.
3. Select the **Setup** icon, then **Import/Export Data** option.

4. On the Import/Export Data screen, select the dropdown on the **Start** button, then select **Import/Export Data** option. The Import / Export data page appears.
5. In the Type field, select the Student Registration Export option.
6. Delete "assign" and "testing" from the Test Status filter field.
7. Select the **Process** button.
8. The View File Details screen appears.
9. *Note: Depending on system load and the number of student records being processed, the data import can take several minutes to complete.*
10. Watch for information that the system has finished processing the file by doing the following:
  - i. Monitoring your email for a message from PAN regarding the status of the export. or
  - ii. Using the **Refresh** icon (circular arrows) to the right of **Details** to refresh the page until the **Complete** message appears.
11. Select **Download File** and save the file on your computer.

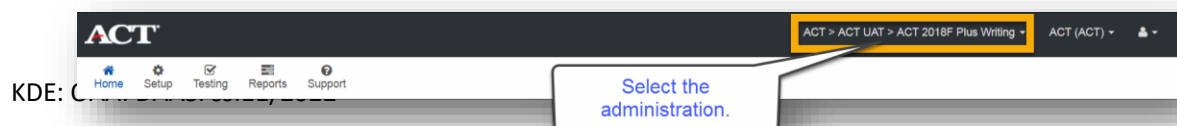
### Update the Student Data

1. Open the comma-delimited (.csv) file exported from PAN in Excel.
2. Make the desired updates to **column S only**. For Column S/State Use Question #1, no response (blank) indicates parental consent has been obtained, or the student is 18 or older, and A indicates no parental consent.
3. Save the file as a comma-delimited (.csv) file for importing to P PAN. (PAN will only accept .csv files.)

### Import the SDU File

The SDU file can now be imported into PAN to update existing student records.

1. Go to PAN at [testadmin.act.org](http://testadmin.act.org).
2. Select the **Sign In** button.
3. Enter your username and password, then select the **Login** button.
4. At the top right of the screen, select the **ACT** administration.





5. Select the **Setup** icon, then select the **Import/Export Data** option.
6. Select the dropdown on the **Start** button, then select **Import/Export Data**.
7. In the **Type** field, select **Student Registration Import**.
8. Select the **Browse** or **Choose File** button (depending on your browser) and navigate to the file that you saved in .csv format.
9. Select the file, then the **Open** button.

The screenshot shows a web form for 'Student Registration Import'. At the top, there is a 'Type\*' dropdown menu with 'Student Registration Import' selected. Below it is a checkbox labeled 'ACT Use Only'. A yellow horizontal bar separates this section from the next. The next section has two columns: 'Source File' and 'Additional e-mails'. Under 'Source File', there is a 'Browse...' button and the text 'No file selected.'. Under 'Additional e-mails', there is a text input field with the placeholder 'Enter a valid e-mail address'. At the bottom of the form, there are two buttons: 'Process' (in blue) and 'Reset'.

10. Optionally, enter additional email addresses in the **Additional emails** field, separated by semicolons (;).
11. When the system finishes processing the file, the import status and any additional email addresses you provided are emailed to you.
12. Select the **Process** button to start the import process. The View File Details screen appears.
13. *Note: Depending on system load and the number of student records being processed, the import can take several minutes to complete.*
14. **Please Note: Do not check the ACT Use Only checkbox.**
15. Watch for information that the system has finished processing the file by doing the following:
  - a. Monitoring your email for a message from PAN regarding the import

status. or

- b. Using the **Refresh** icon (circular arrows) to the right of **Details** to refresh the page until the appropriate message appears. A status message indicates whether all records were imported successfully:
  - i. **Complete.** All records were imported and saved successfully.
  - ii. **Complete with Issues.** Some records were not able to be imported and saved. Please contact ACT for assistance.

Additional help and guidance for creating MyACT accounts and completing the non-test online can be found in Section 4/Preparation of the [ACT-hosted Kentucky website](#).

### **MyACT Student Account**

The two screenshots below are from the MyACT Student Account. On the first screenshot, if a student **has consent**, they can mark yes on this section. ACT will provide information about the student to colleges, universities, financial aid agencies, scholarship agencies, and educational and military government agencies. On the second screenshot, if a student **has consent**, they have the ability to select their four colleges to send and select save and continue.

On the first screenshot, if a student **does not have consent**, they must mark **NO** on this section. ACT **will not** provide information about the student to colleges, universities, financial aid agencies, scholarship agencies, and educational and military government agencies. On the second screenshot, if a student **does not have consent**, they simply select save and continue.

Regardless of the selection on the first screenshot, students will see the same set of questions. The difference is the students without **consent**; the ACT, Inc. will not provide information about the student to colleges, universities, financial aid agencies, scholarship agencies, and educational and military government agencies.

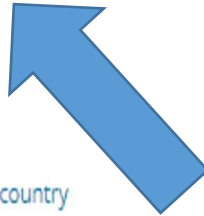
### Educational Opportunity Service (EOS) (required)

Be a part of this free, voluntary program to connect with colleges, scholarship agencies, and other educational opportunities looking for students like you!

- Yes, I would like to participate in EOS (*most people select this*)
- No thanks

EOS participation can help you discover:

- College and career paths after high school
- New options to help pay for college
- Your best-fit College opportunities all over the country



### Score Preferences

Fill in the information below to complete the registration

1 Info — 2 College Choices — 3 Preferences — 4 Review

Where should we send your scores?  
You can add up to 6 recipients to receive your scores right when they are available. The first 4 are free! List in order of preference (1 = most preferred).

Select score recipients [Can't find it?](#)

Select a category to see all its items.

- Select a category...
- List all by US State
- List all by non-U.S. country/region
- National Scholarships (eg NCAA, ROTC)
- Vice President and Senate
- House of Representatives
- Search by 4-digit ACT Code

any score recipients in your list.

[Back](#) [Save & Continue](#)

**Tips & FAQs**

- ▶ When will I get my scores?
- ▶ How do colleges get my scores?
- ▶ How much does it cost to send my score?
- ▶ Not sure where to send your scores?

### When can students do their pretesting activities (answering all the questions about their interests, colleges, etc.)?

Students have the opportunity to complete the pretest activities at home with a parent or guardian prior to test day.

However, it is the expectation of KDE that a pretest session is held for all students to ensure every student has the opportunity to complete the required pretest activities.

The Test Coordinator's responsibility is to guarantee that all students have completed this activity.

All pretest information is now collected online on the MyACT platform. Additional details about non-Test activities in MyACT can be found on the ACT hosted Kentucky website, in section 4/Preparation.

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## SECTION 14: SCORE REPORTING

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Once the State ACT Spring Administration is concluded, ACT and KDE want to ensure school and district testing staff have access to data and reports from this spring administration. Specific deliverables will be available approximately 3-8 weeks after online exams are submitted for scoring or the receipt of paper answer documents for scoring. ACT will email school and district testing staff when final student-level data files, aggregate reports, and any non-college reportable score notification letters are available in ACT's online reporting system. The final data and reports date will be announced at a later date through an upcoming DAC email. Additionally, school and district staff who have access to ACT's online reporting system, which is housed on the [ACT Success Site](#), can obtain data as scores are released into that system. Materials are processed as they are received. This data is not embargoed. Scores are not held until the entire school is processed. All students from a single school or district may not receive their scores simultaneously. If the student(s) has not received scores by the end of 8 weeks or needs additional information about accessing data within the online reporting system, please complete the [ACT Contact Webform](#).

Additionally, students will be notified via email when their scores are released, and scores can be found within their MyACT accounts. Labels for transcripts will be sent to the high school counselor with the paper score reports. School and District reports will be available in ACT's online reporting system as defined in the reporting schedule.

### **Most of the students have received their score reports, but a few students have not received anything from the ACT. When is it necessary to contact ACT?**

Student assessments are scored in batches, and students in the same school might not receive their scores simultaneously. If an irregularity report involves a student, the score report could be delayed while ACT resolves the situation. Issues with individual answer documents can delay scoring while ACT resolves the problem. If the student is tested with non-college reportable accommodations, he/she will not receive an official score report.

### **The BAC has received students' individual ACT score reports. When can the report be distributed?**

Distribute reports when received, if needed. Students will receive a score report at their home address. Students will also be able to obtain their scores from their MyACT account.

**When will the schools receive score information for students who tested with Non-College Reportable (NCR) accommodations?**

Non-College Reportable Individual Score Reports will be made available based on the deadlines referenced on the Reporting Schedule, which will be posted to the ACT-hosted website near the end of the administration cycle.

**How can students' ACT scores from a previous year be reviewed?**

As scores are reported, students' scores will be available on the MyAct platform. The online reporting system is accessed through the [ACT Success Site](#). Users with the appropriate role can access ACT's online reporting platform to obtain student score reports.

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**SECTION 15: ACCOUNTABILITY**

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The ACT is one of several options students can use to demonstrate academic readiness in the Postsecondary Readiness indicator. Schools may use scores from any ACT administration, national or state, to demonstrate academic readiness in the Postsecondary Readiness indicator.

The spring 2023 administration is required for all Kentucky Public school juniors. Grade 10 students in the EGP are permitted to take their one-time state-funded ACT exam. Students participating in the EGP must pass Council on Post-Secondary Education (CPE) established benchmarks on the ACT as part of their program requirements.

**How is the ACT used in state accountability?**

The ACT is one of several options students can use to demonstrate academic readiness in the Postsecondary Readiness indicator. Schools may use scores from any ACT administration, national or state, to demonstrate academic readiness in the Postsecondary Readiness indicator.

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**SECTION 16: SDRR**

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With ACT being one of many assessments students can use to demonstrate Postsecondary Readiness, OAA will not collect nonparticipations for ACT Rosters in the Student Data Review and Rosters (SDRR) application. ACT will continue to be included in SDRR during spring rosters and in postsecondary scores in the fall data review as part of the Postsecondary Readiness indicator in grade 12 and/or upon graduation.

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## SECTION 17: MISCELLANEOUS

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### **Is meeting benchmarks on the ACT a graduation requirement?**

Although the Spring 2023 Administration of the ACT is required for all Kentucky public school juniors, it is not a requirement for graduation with a regular high school diploma. However, students participating in the EGP must pass CPE established benchmarks on the ACT as part of their program requirements.

### **Are two different seating charts (one for the ACT and one for KDE) necessary?**

KDE requires completed seating charts for all state-required assessments. Additionally, ACT requires a completed seating chart to be submitted with other test administration forms. It is not necessary to create a separate chart for KDE. Simply keep a copy of the ACT seating chart on file.

### **What resources are available to help students prepare for the ACT?**

ACT has migrated away from student web accounts to [MyACT](#). Once students have created an account, they can update their demographics, receive ACT notifications, access information to prep for the ACT exam, access scores, and more. Please review the [MyACT Video](#) for my information.

The online system does offer more flexibility for students. Students will have the opportunity to complete the non-test activities at home with a parent or guardian prior to test day. However, it is the expectation of KDE that a non-test session is held for all students to ensure every student has the opportunity to complete the required non-test activities. The TC's responsibility is to guarantee all students have completed this activity. Failure to complete this activity can result in students' inability to send scores to colleges and universities and receive scores.

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## SECTION 19: CONTACT INFORMATION

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### **Shara Savage**

KDE Program Consultant

Email: [Shara.savage@education.ky.gov](mailto:Shara.savage@education.ky.gov)

Websites: [KDE Website](#) & [ACT State Hosted Website](#)

Phone: 502-564-4394

### **ACT General Inquiries**

Phone: 800.553.6244, ext. 2800

Phone during testing: 319-337-1577

Website: <https://www.act.org/content/act/en/contact-act.html>

### **Accommodations Questions**

Phone: 800.553.6244, ext. 1788

Email: [ACTStateAccoms@act.org](mailto:ACTStateAccoms@act.org)

Customer service hours (excluding ACT holidays):

Monday – Friday: 7 a.m. – 5 p.m. Central Time