



**College Admissions Exam  
State Administration  
Guidance Document  
with Frequently Asked Questions  
2021-2022**

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## SECTION 1: OVERVIEW

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ACT, Inc. was selected as the college admissions exam vendor for 2021-2022.

Although Senate Bill 1, 2017, mandates that grade 10 and 11 students take a college admissions examination, grade 10 participation in the state-required college admissions examination has been contingent on available funds. Additional funding was not provided to the Kentucky Department of Education (KDE) to test sophomores during spring 2022. Therefore, grade 10 students will not take the state administration of the ACT during spring 2022. KDE will continue to seek funding for future years' administrations in order to comply with Senate Bill 1.

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## SECTION 2: TESTING DATES

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### INITIAL TESTING WINDOW

#### TEST WINDOW 1

Administration	Dates
The ACT Online Standard & ACT- Authorized Accommodations Testing Window	<b>March 8-10 and 15-17, 2022</b>
The ACT Standard Time Initial Test Date (Paper)	<b>March 8, 2022</b>
The ACT-Authorized Accommodations Testing Window (Paper)	<b>March 8-11 and 14-18, 2022</b>

### MAKEUP TESTING WINDOW

#### TEST WINDOW 2

Administration	Dates
The ACT Online Standard & ACT- Authorized Accommodations Testing Window (Online only)	<b>March 22-24 and March 29 - 31, 2022</b>

The ACT Standard Time Test Date (Paper)	<b>March 22, 2022</b>
The ACT-Authorized Accommodations Testing Window (Paper)	<b>March 22-25 and March 28- April 1, 2022</b>

## EMERGENCY TESTING WINDOW

### TEST WINDOW 3

Administration	Dates
The ACT Online Standard & ACT- Authorized Accommodations Testing Window (Online only)	<b>April 12-14 and 19-21, 2022</b>
The ACT Standard Time Test Date (Paper)	<b>April 12, 2022</b>
The ACT-Authorized Accommodations Testing Window (Paper)	<b>April 12-15 and 18-22, 2022</b>

***Please note: Window 3 is available to schools with emergencies and should not be viewed as a third opportunity to test.***

The ACT state administration is moving online. OAA is taking a phased-in approach to this new policy by encouraging schools to test online during the 2021-2022 school year. Schools that still want to test on paper in spring 2022 may select only ONE test date to offer paper.

Administrations on all other test dates will be via the online delivery mode. New this year, students will be loaded into PAN with online testing pre-populated versus paper mode testing. Therefore, schools will be required to change students to paper if opting for paper testing.

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. Districts will only select two windows to administer the ACT, preferably window 1 and window 2. If districts require the use of all three windows due to COVID-19 mitigation efforts, please contact [Shara Savage](#).

The first row in the table refers to dates used for **online** test administration and includes the dates available for testing with ACT online. Notice that **online** testing only occurs on Tuesday,

Wednesday or Thursday of each week. Note that all online testing, including accommodations, must be completed in the **online** testing window.

The final two rows on the table refer to **paper** 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.

The [ACT Schedule of Events](#) for each testing window outlines the various tasks completed during the testing cycle. Tasks will vary depending on which type of administration is being managed (standard time paper, accommodated or online).

Due to the unusual circumstances of the COVID-19 outbreak, KDE and ACT are offering a third testing window for emergency purposes. Schools should plan to test students safely during the first or second ACT testing window. The third window is available for emergency purposes.

***Please note: The emergency date is only to be used as the last testing option, and no additional dates will be available.***

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

Yes, schools should select a paper date and an online date. The selecting of both paper and online, even if testing only online, ensures schools can be easily switched to paper should the need arise.

#### **Is it permissible for a school to test with paper on March 8 and March 22?**

No, OAA is taking a phased-in approach to this new policy by encouraging schools to test online during the 2021-2022 school year. Schools that still want to test on paper in spring 2022 may select only ONE test date to offer paper. Administrations on all other test dates will be via the online delivery mode. New this year, students will be loaded into PAN with online testing pre-populated versus paper mode testing. Therefore, schools will be required to change students to paper if opting for paper testing.

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### **SECTION 3: WHO SHOULD TEST?**

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Kentucky state law mandates all grade 11 public school students in Kentucky, including students who have previously taken the national ACT, students who transfer in after initial test day and prior to makeup day, students retained in grade 11, grade 11 foreign exchange students, and students in the Early Graduate Pathway Program, to take the ACT. They must be classified as grade 11 in Infinite Campus (IC) by March 8 to take the initial test day exam and March 23 to take the makeup exam. Students in the Early Graduate Pathway may take the state administration of the ACT one time, either in grade 10 or grade 11.

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 is exempt.

**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. Unfortunately, the student missed his/her opportunity.

**A student in the Early Graduate (EG) Pathway 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 EG Pathway may take the state administration of the ACT one time during high school.

**If an EG Pathway 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 EG Pathway 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 exempt.

**A student transferred/enrolled after the initial test day, but before 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 for ordering makeup materials (see Schedule of Events), check with the previous District Assessment Coordinator (DAC) to see if the student took the test on the initial test day in that district.

**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 Postsecondary Readiness Indicator in Kentucky's Accountability System. If they do not meet the KDE 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 4: ACT OPTIONS (PAPER and ONLINE)**

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The ACT is available as a paper-based administration or an online administration. Schools may administer any combination of paper and online testing on the initial test day.

As a reminder, the state administration of the ACT is expected to move entirely online in 2023 (Paper testing with accommodations is still available for students who have been authorized). OAA is taking a phased-in approach to this new policy by encouraging schools to test online during the 2021-2022 school year. **Schools that still want to test on paper in spring 2022 will select only one test date to offer paper and administer all other exams via the online delivery mode.** Districts will only select two windows to administer the ACT, preferably

window 1 and window 2. If districts require the use of all three windows due to COVID-19 mitigation efforts, please contact [Shara Savage](#).

*Important Note: all students will be loaded in the ACT PearsonAccess<sup>next</sup> (PAN) system as **testing online**. Test Coordinators will have to manually change a student's delivery format in PAN to paper to test them with **paper materials**.*

Prior to a school testing online, ACT recommends that the technical staff review the technical requirements to ensure the online administration's equipment meets the online testing requirements. ACT recommends, but does not require, the test content to be precached 48 hours prior to the test event.

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

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

No, the ACT online will continue to be an option for schools in the 2022 school year; it is not currently required. KDE encourages schools to consider using the online option because of the increased flexibility (additional testing days). Only one paper date can be selected for spring 2022 administration. With the exception of students with certain accommodations, it will be entirely online for the spring 2023 school year.

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

Yes, if students miss the paper test date in any test window, they should be changed to online delivery format and test online on any remaining days in the current online test window, as long as the school meets technical requirements to administer the exam online. They can also test online in the makeup test windows.

### **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 calculator in TestNav. See ACT's [Calculator Policy](#).

### **Does ACT require proctor caching?**

ACT does not require proctor caching; however, the decision should be based on the school/district's technology, available bandwidth, the scale of the district (Jefferson County and Fayette County are necessary due to size) and internal challenges. The rest of



the state is not required to complete proctor caching; however, it can be used as a safety net.

[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 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 paper, accommodated or online).

[Schedule of Events](#)

ACT and KDE will partner to offer office hours beginning mid-November through the ACT's spring 2022 administration. KDE will provide updates on specific hours in upcoming DAC communications.

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

[Thursday, Dec. 2, 2021 11 a.m. - 12 p.m.](#)

[Thursday, Dec. 16, 2021 11 a.m.- 12 p.m.](#)

[Thursday, Jan. 13, 2022 1 p.m. – 2 p.m.](#)

[Thursday, Jan. 20, 2022 11 a.m. - 12 p.m.](#)

[Thursday, Feb. 10, 2022 1p.m. – 2 p.m.](#)

[Thursday, March 3, 2022 11 a.m. - 12 p.m.](#)

[Thursday, March 17, 2022 11 a.m. - 12 p.m.](#)

[Thursday, April 7, 2022 11 a.m. - 12 p.m.](#)

In addition, ACT will host Accommodations office hours for the TAA system. KDE will provide updates on specific hours in upcoming DAC communications. Additionally, ACT will send communications about the TAA office hours as well.

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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, and run reports. [TAA](#) is the system used to request accommodations, EL supports and submit accompanying documentation.

*Please Note: Access to the TAA system has moved to [success.act.org](https://success.act.org). If the DAC had access to TAA in the previous location, simply navigate to [success.act.org](https://success.act.org) and create an account. Once the account is created at [success.act.org](https://success.act.org), access to TAA will be granted.*

### **How is an 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, s/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 to have 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 does not approve 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 (the DAC).

Please see [Directions for changing a Test Coordinator](#) for assistance.

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

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The ACT is available as a paper-based or online administration for this year only. As a reminder, OAA is taking a phased-in approach to this new policy by allowing schools to opt into paper testing during the 2021-2022 school year. Schools that still want to test on paper in spring 2022 may select only ONE test date to offer paper. Administrations on all other test dates will be via the online delivery mode. Paper testing with accommodations is still available for students who have been authorized, and a small number of accommodations cannot be offered online.

***Select Test Date Task (formally known as Managing Participation)*** 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. Schools that still want to test on paper in spring 2022 will select only one test date to offer paper and administer all other exams via the online delivery mode.

Regardless of test mode, please select a paper standard time test date, a paper accommodations test window start date, and an online test window start date. It is the expectation of KDE that test window one is selected as the initial test window. If you have circumstances that prohibit the use of the test window one as your initial test window, please contact [Shara Savage](#) to discuss logistics. The importance of selecting a paper date for standard time testing, even if the plan is to test fully online, is that students could be easily moved to paper mode and sent paper materials if technology issues should occur.

Failure to indicate participation could mean students will not receive testing materials. Failure to complete this step also means that the school will no longer receive administration communications from ACT for the current school year.

Alternative schools that will be testing students on-site should indicate participation by selecting a test date. Otherwise, students will not receive paper materials.

Alternative schools with primary enrolled students that intend to test students at the student's A1 school should indicate participation and select a materials receipt date. Enrolled students will receive their materials at the alternative school. These students will be considered testing offsite at the A1 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.

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

No, students will not be loaded until Jan. 12. **If the Select Test Date Task is not completed or if "Online Only" is selected, paper materials will not be sent for students.**

### **What happens if test dates are not selected?**

*Select Test Date Task* is a required step in PAN. Failure to indicate test dates will eventually mean the school is marked as not participating, and the school will not receive testing materials or be able to create test sessions in PAN. Failure to complete this step also means that the school will no longer receive administrative communications from ACT for the current school year.

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

- Regardless of test mode, please select a paper standard time test date, a paper accommodations test window start date, and an online test window start date. It is the expectation of KDE that the test window one is selected as the initial test window. If you have circumstances that prohibit the use of the test window one as your initial test window, please contact [Shara Savage](#) to discuss logistics. The importance of selecting a paper date for standard time testing, even if the plan is to test fully online, is that students could be easily moved to paper mode and sent paper materials if technology issues should occur.
- If students are enrolled after the verify enrollment deadline, students can be added to online test sessions and tested online. If you opt into paper testing, you must place a paper materials order during the designated Additional Order Window.
- Alternative schools with primary enrolled students that intend to test students at the student's A1 school should select a date and select a materials receipt date. Enrolled students will receive their materials at the alternative school. These students will be considered testing offsite at the A-1 school. [See the offsite testing section](#) on page 11 of the Test Coordinator Information Manual.

- 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.

### **How to complete the Select Test Date Task if using a combination of online and paper testing?**

Regardless of test mode, please select a paper standard time test date, a paper accommodations test window start date, and an online test window start date. It is the expectation of KDE that the test window one is selected as the initial test window. If you have circumstances that prohibit the use of the test window one as your initial test window, please contact [Shara Savage](#) to discuss logistics. The importance of selecting a paper date for standard time testing, even if the plan is to test fully online, is that students could be easily moved to paper mode and sent paper materials if technology issues should occur.

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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, supports for English Learners (ELs), or non-college reportable accommodations. The ordering of ACT authorized materials will be auto-filled by the ACT Accommodations team. 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.

ACT's TAA system has migrated to [success.act.org](https://success.act.org). The TAC must establish an account at [success.act.org](https://success.act.org) to access the TAA system, even if you had access to the TAA system in its previous location. Additional guidance and information can be found under the [Accommodation](#) stage ([Step 3](#)) of the ACT hosted state testing website.

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. **If you miss the original deadline for accommodations requests, those requests will not qualify for exceptions to the deadline.** It is essential for all accommodations requests to be submitted by the original deadline if possible.

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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 grade 11 on Jan. 12. Test coordinators will then verify the students and make any necessary changes in PAN prior to **Jan. 21**.

Based on the information in this file, schools will receive preprinted barcode labels. The enrollment counts for initial orders will also be based on the counts in the SDU. Test Coordinators (TCs) must verify student counts (from SDU) and make any updates, including adding new students once the upload is complete. Students entered into the system after the upload will not receive preprinted bar code labels in the initial shipment. Directions for verifying enrollment counts in a tutorial for [How to Enroll, Verify and Update Students in PAN](#). DACs should be careful to 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 prior to **Jan. 21** will receive preprinted barcode labels for their answer documents. 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.

If you have students who enroll **after Jan. or** Early Graduate Pathway students who are testing off-grade, they will not receive preprinted barcode labels. Therefore, if testing students on paper without a barcode label, testing staff will need to grid the examinee's Student Code, found in PAN, on block J of their paper answer document.

### **How does this affect creating test sessions?**

With the students loaded in the SDU file online will make it easier for online test mode. Schools will simply create test sessions in PAN. See the Prepare Test Sessions section of the [ACT Administration Manual](#).

### **If a school/district opts to use one paper test date, how does the school/district update PAN to receive paper materials?**

The school would have needed to select a paper test date during the Select a Test Date task in Nov. Then, during the Verify Enrollment Task, the school will need to change each student from online test mode to paper test mode in PAN. Please see [PAN User Guide](#) for more information.

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

The Student Data Upload (SDU) file will be loaded in PAN by Jan. 12. ACT will email TCs and DACs when it is time to verify enrollment accuracy and student demographic information. The deadline to complete this task is Jan. 21.

**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 [enroll/unenroll process](#). Students testing with paper will not receive a preprinted barcode label; their answer documents will need to be gridded with demographic information.

**If a preprinted bar code label has been applied to the answer document, does the student still need to grid sections A through G?**

Yes, all students need to complete sections A through G to avoid scoring delays and ensure that scores are delivered to their homes.

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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.12, and the deadline to complete this activity is Jan. 21.** 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 The [PearsonAccess<sup>next</sup> User Guide](#) for the ACT<sup>®</sup> Test. Schools will only receive materials for the students who are enrolled. If using a combination of online and paper testing, the materials will be sent appropriately. Test Coordinators (TCs) need to discuss the online testing option and update PAN prior to the paper materials shipment deadline.

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## SECTION 11: TRAINING REQUIREMENTS

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Anyone administering a state-required assessment must be trained in the [Administration Code for Kentucky's Educational Assessment Program \(703 KAR5:080\)](#). Anyone providing accommodations must also be trained in the [Inclusion of Special Populations in the State Required Assessment and Accountability Program \(703 KAR5:070\)](#). 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.

The following resources are available for training:

KDE requires - Administration Code for Kentucky's Educational Assessment Program and Inclusion of Special Populations in the State-Required Assessment and Accountability Programs

ACT requires - Appropriate Administration Manuals

[ACT Administration Manual for State and District Testing](#) (Standard Time, Paper)

[The ACT Administration Manual for State and District Testing](#) (Accommodations, Paper)

[ACT Administration Manual for State and District Testing](#) (Non-College Reportable, Paper)

[Administration Manual for State and District Testing](#) (Online)

[Test Day Overview for Room Supervisors \(video\)](#)

[ACT Calculator Policy](#)

[Test Coordinator Information Manual](#)

Suggested but not required trainings:

- [KDE Policy and ACT Administration Training - Nov. 17 & 18, 2021](#)
- [Accommodations Webinar–Nov. 3, 2021](#)
- [Test Administration Webinar- Jan. 5, 2022](#)
- [Test Administration Webinar- Feb. 2, 2022](#)

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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. No application is required 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 not necessarily exempt from testing; 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) in paper format only. Online testing is not 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.

During the COVID-19 pandemic, home or hospital testing may not be advisable. The Health and safety of students, test administrators, and proctors should be the first priority.

If a student needs to test at home or in the hospital due to a medical emergency, the student may use offsite testing.

The ACT may be administered in students' homes on a case-by-case basis. There are no requirements for homebound or hospitalized students to be tested if Test Coordinators are uncomfortable entering a student's home. During the COVID-19 pandemic, home or hospital testing might not be advisable. The Health and safety of students, test administrators, and proctors should be the first priority.

### **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, not the high school code of the virtual 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 name and school code of the virtual school. 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?**

If the A1 school orders materials for the students, there is no action required. If the students were enrolled in PAN, and the alternative school received materials for the student, the students may test at their home high school using offsite testing.

**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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New year for Spring 2022, all Kentucky DACs are responsible for recording which students in their districts who are under 18 years of age and do not have parental consent to opt into ACT's EOS or select score recipients. This will be done by choosing a response to a State Use Question in PearsonAccess<sup>Next</sup> (PAN). Below are instructions for two ways to do that, manually marking the response in PAN for each student or indicating the response on an exported file.

Student test delivery formats (paper/online) can also be changed manually in PAN or an exported file.

BACs can manually change the state use question values, and test delivery modes in PAN, student by student, but only DACs have the ability to do either by exporting and importing a file.

**Manually Marking the State Use Question Response and/or Changing the Test Delivery Format**

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.

The Test Delivery Format must accurately indicate whether the student is testing online or paper. For Spring 2022, all Kentucky students will be loaded with an online

delivery format, so the delivery format will need to be changed if the student is testing on paper.

To manually change the state use question value or the test delivery format:

1. Sign in to PAN at <https://testadmin.act.org>.
2. Select the **Setup** icon.
3. Select the **Students** title.
4. *Result: The Students screen is displayed with a table of students. The Students 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**

The screenshot shows the 'Students' management page. At the top, there's a 'Tasks' dropdown menu with '0 Selected' items. The 'Start' dropdown is open, showing options: 'All Tasks', 'Create / Edit Students', 'Registration', and 'Delete Students'. Below this is a search bar for 'Last Name starts with' and a 'Q Search' button. On the left, there are filters for 'Across All Organizations' and 'Student Code' (starts with). On the right, there's a table with 20 results. The table has columns for 'Student Code' and 'Last Name'. Two rows are visible: '829067650 | STUDENT A' and '4335290514 | STUDENT B'. Both rows have checkboxes checked.

7. **To change the state use question response**, select a student on the left.
8. *The details for the examinee are displayed.*
9. Scroll down to State Use Question #1.

**State Use Questions**

**State Use Question 1**

11. 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.**
12. Select the **Save** button. A "Success – changes saved" message is displayed.
13. **To change the delivery format**, select the Manage Student Tests tab at the top.

14. *Result: the test details page is displayed.*
15. Select **the ACT** under the student name at the left.
16. *Result: the test details for the selected student are displayed.*
17. Under Delivery Format, use the drop down to choose Paper or Online.
18. Select the **Save** button. A "Success – changes saved" message is displayed.
19. When you are finished, select the **Exit Tasks** button.

### **Changing the State Use Question Response and/or Changing the Delivery Format with a file export/import**

The state use question response and the test delivery format 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 and test mode values. After the values have been entered and saved, DACs can upload the school-specific files one by one or upload a single aggregate file.

***Please note: No values other than Delivery Format (column K) and 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.

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### **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 and the test delivery format.

1. Sign in to PAN at [testadmin.act.org](http://testadmin.act.org).
2. At the top right of the screen, select the **ACT** administration. Make sure 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 Student Registration Export option.
6. Delete "assign" and "testing" from Test Status filter field.
7. Select the **Process** button.
8. The View File Details screen appears.

*Note: Depending on system load and the number of student records being processed, the data import can take several minutes to complete.*

9. Watch for information that the system has finished processing the file by doing the following:
  - Monitoring your email for a message from PAN regarding the status of the export. or
  - Using the **Refresh** icon (circular arrows) to the right of **Details** to refresh the page until the **Complete** message appears.
10. Select **Download File** and save the file on your computer.

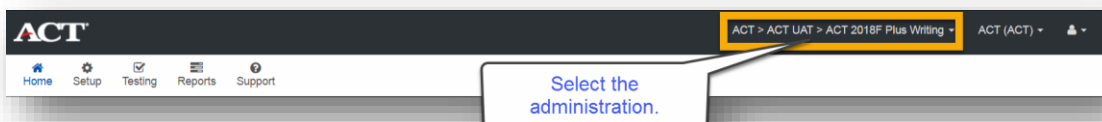
### Update the Student Data

1. Open the comma-delimited (.csv) file exported from PAN in Excel.
2. Make the desired updates to **columns K and S only**. For Column K/Delivery Format, valid values are P or p (for paper) or O or o (for online). 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.)

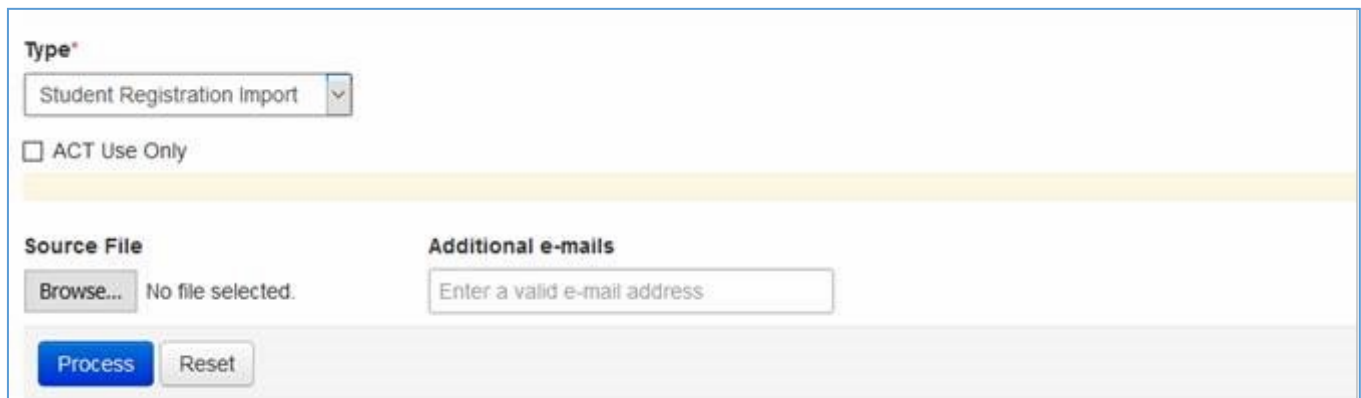
### Import the SDU File

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
9. .csv format.
10. Select the file, then the **Open** button.



The screenshot shows a web form for importing student registration data. At the top, there is a 'Type\*' dropdown menu with 'Student Registration Import' selected. Below this is an unchecked checkbox labeled 'ACT Use Only'. The form is divided into two main sections: 'Source File' and 'Additional e-mails'. The 'Source File' section contains a 'Browse...' button and the text 'No file selected.'. The 'Additional e-mails' section contains a text input field with the placeholder text 'Enter a valid e-mail address'. At the bottom of the form, there are two buttons: a blue 'Process' button and a grey 'Reset' button.

11. Optionally, enter additional email addresses in the **Additional emails** field, separated by semicolons (;).
12. When the system finishes processing the file, the status of the import is emailed to you and any additional email addresses you provided.
13. Select the **Process** button to start the import process. The View File Details screen appears.
14. *Note: Depending on system load and the number of student records being processed, the import can take several minutes to complete.*
15. **Please Note: Do not check the ACT Use Only checkbox.**
16. 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 status of the import. 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](#).

### **Completing MyACT for Students**

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

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

The online system offers more flexibility for students. 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.

It is the responsibility of the Test Coordinator 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 PearsonAccessnext. Refer to the Accessing Reports section of PearsonAccessnext User Guide for instructions. This report contains "Yes" or "No" to indicate students who have not used their Student Code or not completed college choices.

### **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.

It is the responsibility of the Test Coordinator to guarantee that all students have completed this activity.

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

**Since the non-test is now done online in MyACT, do students still need to grid the demographic sections (A through G) on their answer documents?**

Yes, students still need to complete sections A through G on their answer documents. Failure to do so may delay scoring and will prevent ACT from sending scores to the student's home address.

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## SECTION 14: SCORE REPORTING

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Students and schools should receive score reports 3-8 weeks after ACT receives the answer documents. If the student(s) has not received scores by the end of 8 weeks, call ACT at 800.553.6244, ext. 2800. Additionally, students will be notified via email when their scores are released, and scores can be found within their MyACT account.

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 ACT. When is it necessary to contact ACT?**

Student answer documents are scored in batches, and students in the same school might not necessarily receive their scores simultaneously. If an irregularity report involving 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 school received its preliminary scores for the grade 11 ACT held in March. May we share that information with teachers?**

Yes, the scores are not embargoed.

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



Distribute reports when received. Most students should have received a copy of their 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 scores are sent directly to the school. Two copies are provided; one for the school, and one for the school to distribute to the examinee. 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?**

Students' scores will be available in the MyAct platform as scores are reported. The online reporting is accessed through the ACT Success Site. Users with the appropriate role will also have access to ACT's online reporting platform's 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 Post-Secondary Readiness indicator. Schools may use scores from any administration of the ACT, national or state, to demonstrate academic readiness in the Post-Secondary Readiness indicator.

Although the ACT is a state-required assessment, it is not a requirement for graduation for most students. However, students participating in the [Early Graduate Pathway](#) must pass Council on Post-Secondary Education(CPE) established benchmarks on the ACT as part of their program requirements.

[Senate Bill 128 \(2021\)](#) {Supplemental School Year Program} allows for students to retake 2020-2021 courses or grades during the 2021-2022 school year. Students taking advantage of the supplemental year will take the assessments required in their enrolled grade level at the time of testing (e.g., a supplemental year student enrolled again as a junior will retake the ACT).

Students participating in the supplemental year will be included in accountability except for grade 12 students who have graduated. Students who were assigned a G-Code in the prior year will not contribute to accountability (i.e., Postsecondary Readiness).

Grade 12 students may take optional assessments for their benefit (e.g., KYOTE).

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

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

**A student was absent on the initial test day then moved to another district the next week. If the student does not take the ACT, will this count against the school in accountability?**

No, since ACT is no longer included directly in an accountability indicator. The ACT is one of many assessments' students can use to demonstrate readiness for the Post-Secondary Readiness indicator in grade 12 and/or upon graduation. All eligible students are required to participate in state testing at their assigned grade level. The ACT is one of several possible options students can use to demonstrate academic readiness in the Post-Secondary Readiness indicator. If the student does not take the ACT, he/she can demonstrate academic readiness in another way, or the student can demonstrate career readiness for credit in the accountability system.

**If the retained 11th graders refuse to take the ACT, what should the response be?**

All juniors are expected to take the ACT, even those who have been retained and took the exam in the prior year. Kentucky law does not provide students with the choice to opt-out of state-required testing.

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## SECTION 16: SDRR

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All students must participate in state-required testing. Senate Bill 1, 2017, mandates grade 11 students must take the college admissions exam. The exception is students who scored 36 on a previous ACT exam. Additionally, those who have been retained and took the exam in the prior year. Kentucky law does not provide students with the choice to opt-out of state-required testing.

Given that ACT is one of many assessments' students can use to demonstrate Postsecondary Readiness, OAA is removing the task of collecting nonparticipation for ACT Rosters in the Student Data Review and Rosters (SDRR) application. ACT will continue to be included in SDRR as part of the Postsecondary Readiness indicator in grade 12 and/or upon graduation in Spring Rosters and Fall Data Review.

**Please note: any student at the district or the school level that does not test, please keep documentation at the local level. The documentation could be requested during monitoring visits. It would be rare for a student not to test due to flexibility during the testing windows. Just to reiterate, it is the expectation that all juniors and early graduate students' test.**

DACs will be provided more guidance in the upcoming months on the oversight of any discrepancies in the list of students testing during the Spring 2022 Administration of the ACT.

**Is the student required to take the ACT if he/she has already demonstrated academic readiness?**

Yes, all students must participate in state-required testing. Senate Bill 1, 2017, mandates grade 11 students must take the college admissions exam. The exception is students who scored 36 on a previous ACT exam.

**Should the school fill out the nonparticipation form to keep on file?**

No, any student at the district or the school level that does not test, please keep documentation at the local level. The documentation could be requested during monitoring visits. It would be rare for a student not to test due to flexibility during the testing windows. Just to reiterate, it is the expectation that all juniors and early graduate students' test.

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## SECTION 17: MISCELLANEOUS

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

Although the ACT is a state-required assessment, it is not a requirement for graduation for most students. However, students participating in the [Early Graduate Pathway](#) must pass the Council on Post-Secondary Education (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 a student has created an account, they can update their demographics, receive ACT notifications, access information to prep for the ACT exam, access scores and much more. Please review the [MyACT Video](#) for my information.

The new 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.

It is the responsibility of the Test Coordinator 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.

- In addition to demographics, MyACT offers flexible and easy-to-use online test prep activities, such as: personalized, self-guided plans based on their test results from the Pre-ACT, ACT, or official ACT practice tests available directly on MyACT.
- full-length practice ACT exams.
- educational videos, games, activities, quizzes, lesson plans, and assignments.
- tips and Strategies for taking the ACT exam.

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## **SECTION 18: ACT TESTING COVID-19 GUIDANCE**

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During administration, school and district staff must follow all state and local safety guidelines. These decisions should be made in accordance with local health department and state government guidelines at the time of testing. Testing plans may be modified given the changing circumstances of the pandemic. Adjustments may be needed as COVID-19 outbreak conditions change. The most up-to-date COVID-19 district guidance and resources can be found on [KDE's COVID-19 webpage](#).

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## **SECTION 19: CONTACT INFORMATION**

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### **Shara Savage**

KDE Program Consultant

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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