The **ACT**® District Testing

Important Information for Sites Participating in Both State Testing and District Testing Contracts

Webpages, Resources, and Communications

What: There are separate webpages, resources, and communications for the State testing and District testing programs. It is important that you access the correct information for each program.

How: You will receive individual emails from ACT State testing (StateTesting@act.org) and ACT District testing (ACTDistrictTesting@act.org). Open each email and follow the links contained in them to access the applicable program's webpage and resources.

Why: Each program has specific dates and instructions to be aware of. While some resources are shared between the programs, many are unique. If you do not access the correct webpage and resources, you may receive incorrect information that could result in missed deadlines, shipping delays, or misadministrations.

Dates and Deadlines

What: Schedules, dates, and deadlines can differ between the State testing and District testing programs. It is important that you follow the correct dates associated with each program.

How: Access the *Schedule of Events* for your District testing program through your ACT District testing webpage, and access the *Schedule of Events* for your State testing program through your ACT State testing webpage. If you enter dates into your own calendar, make sure you are indicating the applicable program.

Why: Even if you are testing on the same date with both programs, deadlines and windows are different. Not having access to the correct dates could result in missed deadlines, shipping delays, or misadministrations.

Secure Materials

What: It is essential that secure materials for your District testing administration are kept separate from secure materials for your State testing program.

How: Once materials are received and unpacked, keep test booklets and any answer documents containing examinees' identifying information separate for the two programs. Do not allow these to be mixed together or switched.

Why: Mixing of secure materials can result in scoring delays or misadministrations.

Designated Testing Staff

What: ACT recommends that your site assign separate testing staff to manage the activities for the individual State testing and District testing programs.

How: If possible, choose different test coordinators to complete the required activities before, during, and after testing.

Why: This will help eliminate confusion and reduce the risks for error mentioned in this document.

Administrations in PearsonAccess[next]

What: If you are not able to designate separate staff for each program, it is important the test coordinator understands how to switch between administrations in the PearsonAccess[next] system.

How: Follow these steps while logged in to PearsonAccess[next] to switch between administrations.

1. **Locate the administration in the upper right-hand corner of the screen.**

   The administration is listed as "ACT > District Testing Admin (ES, LS) > ACT 2020 Test Option (NW, PW)" **OR** "ACT > State Name > ACT Spring 2020."

2. **Select the arrow next to the administration name.**

   A drop-down list of your available administrations will populate.

3. **Choose the administration you wish to complete activities in.**

   The administration on your PearsonAccess[next] screen will then switch and populate information accordingly.

Why: Manage Participation, Student Data Upload, and Verify Enrollment must all be completed individually in PearsonAccess[next] for both State testing and District testing programs. It is important students are loaded into their correct administration to receive the correct materials for testing and to ensure accurate score reporting.