

Welcome Email - Prepare for Testing

Spring 2025 Ohio State testing begins soon! To prepare, we've put together a to-do list to help streamline the administration process.

Get started with understanding this information now and be on the lookout for an email from ACT on **November 4, 2024**, when the PearsonAccessnext administration platform officially opens for testing. Once the platform opens, you may begin performing the tasks below.

To Do

Watch the [Navigating Your ACT State Testing Web Page](#) and familiarize yourself with the entire ACT-hosted State testing web page including:

[Schedule of Events](#). In addition, you may view and download an Excel version of your *Schedule of Events* [here](#).

[What's New for State Testing](#)

Consider which test mode(s) you will offer. Online or paper testing will impact many of your administration steps. Prepare for online testing by reviewing the [technical readiness documentation](#) on your State testing web page.

Reminder: Your State Department of Education (DOE) is requiring/encouraging online testing this year. Contact your DOE if you have any questions or concerns.

Assign a staff member to the role of test accommodations coordinator and make sure that person has access to the Test Accessibility & Accommodations (TAA) system. The district test coordinator can grant access for this role.

Ensure staff receive communications from ACT and watch for important email reminders.

Have district test coordinators manage contacts in PearsonAccessnext once it opens on **November 4, 2024**.

Add the email address **statetesting@operations.act.org** to your list of trusted contacts.

Make sure your email system allows the following domains:

@operations.act.org

@act.org

Request ACT-authorized accommodations and/or supports in TAA as soon as possible. TAA is open now through **January 10, 2025**.

Join the Accommodations Office Hours sessions listed below to learn more about ACT authorized accommodations and ask questions.

Register to attend both the online and paper training webinars listed below.

Share this information with additional testing staff, as needed.

To Do for TAA

Identify examinees who may be eligible for accommodations and/or English learner (EL) supports. The [Accessibility Supports Guide for the ACT](#) provides descriptions and application examples.

The Accessibility Supports Guide for the ACT outlines what requires authorization or what can be provided locally as a designated support.

Note: *EL supports differ from accommodations and expire annually on July 31. Students authorized to use EL supports must have their EL status verified annually by submitting their updated documentation through TAA.*

Choose the appropriate accommodation in TAA based on your students' needs. Ensure students' test modes (online or paper) are set in PearsonAccessnext to align with your intended test mode and students' required accommodations.

Request ACT-authorized accommodations and/or EL supports. Log in to success.act.org and select Test Accessibility and Accommodations (TAA).

If the examinee has not been previously approved for accommodations and/or supports, submit a request in TAA with all needed documentation. Collect the [Consent to Release Information form](#) and keep it on file at your school.

If the examinee was already approved for accommodations/supports for a previous test date, locate the request in TAA and associate it with your Fall State testing administration. Test materials will not be sent without completing this association.

Training Webinars

Whether you're new to ACT testing or an experienced administrator, we encourage you to register for our upcoming training / Q&A sessions:

[Test Administration Training #1 \(webinar\)](#) – **November 5, 2024, 10:00 a.m., EST**

New test coordinators are strongly encouraged to attend this training. We will guide you through the systems and processes you will use to prepare for Spring 2025 test administration.

[Test Administration Training #2 \(webinar\)](#) – **January 9, 2025, 10:00 a.m. EST**

[Online Technical Readiness Training \(webinar\)](#) – **November 7, 2024, 10:00 a.m. EST**

[Accommodations Training \(webinar\)](#) – **November 14, 2024, 10:00 a.m. EST**

If you're testing online, review the on-demand training videos in [Step 2: Configuration](#) of your ACT-hosted State testing web page. These videos will help walk you through setup activities.

Share this information with additional testing personnel who will benefit from these sessions. Recordings of each webinar will be available one hour after the webinar ends via the same link you used to register. The links will also be posted to your State testing web page.

ACT Web Page Resources

Reference the following step on your ACT-hosted State testing web page for additional information and resources:

[Step 1: Orientation](#)

[Step 2: Configuration](#)

[Step 3: Accommodation](#)

We hope these resources provide what you need to get started with this testing cycle. If you have questions or need additional help, choose the appropriate connection listed below.

Sincerely,
ACT State Testing Team

Your Connection to ACT

[Schedule of Events \(online or downloadable Excel file\)](#)

[State Testing FAQ](#)

[Office Hours – Accommodations: \(as scheduled and on-demand\)](#)

[ACT Test Administration Training Session #1 \(live and on-demand webinar\)](#)

[ACT Test Administration Training Session #2 \(live and on-demand webinar\)](#)

[ACT Accommodations Training \(webinar\)](#)

[ACT Online Testing Technical Readiness Resources](#)

ACT Customer Support

Phone: 800.553.6244

Standard time questions, ext. 2800

Accommodations and supports questions, ext. 1788

State-specific questions: 319.337.1588

[Contact Us](#)