

From: Roush, Margaret A. DPI
Sent: Thursday, February 12, 2015 8:35 AM
Subject: FW: ACT Barcode labels clarification

ACT Bar Code Labels

DPI has received many questions about the barcode labels that were sent in the ACT non-secure shipment recently. Please review the information found in the ACT manual on pages 16-17 and ACT WorkKeys manual on page 15 completely. The following information is intended to answer some of the most frequently asked questions we are receiving and is not intended to replace any information found in the manuals.

- Public schools received bar code labels in their non-secure shipment from ACT.
- Choice schools did not receive bar code labels because students attending Choice schools are not assigned a Wisconsin Student Number (WSN).
- Bar code labels must be applied to all ACT answer documents before examinees are scheduled to complete the demographic sections on their answer document in the Pre-test session.
- Barcode labels must be affixed to all WorkKeys answer documents prior to students completing the demographic section on their answer document.
- All students, regardless if they have a bar code label or not, must complete all portions of the answer document.
- If a student does NOT have a bar-code label, school staff is responsible for bubbling the WSN for students either before or after the pretest session. (Choice schools will receive a separate correspondence from DPI with instructions what to enter into these fields.)
 - Block U on the ACT answer document.
 - Block 3 on the ACT WorkKeys answer document.
- The WSN is a confidential number and the security of this number must be maintained.
- If you received bar code labels for students who will not test with the ACT (i.e. students testing with DLM, parent opt-out, students who have moved out of your high school or district, etc.), shred these labels. DO NOT attach them to an answer document.
- If you did not receive a bar code label for a student who will be testing with the ACT (i.e. student moved into district or transferred to school), simply fill in the answer document information by hand.
- Schools will be required to report directly to DPI information about any enrolled 11th grade students who do not test with ACT and/or WorkKeys and the reason they did not test. More information about this process will be sent to schools closer to the March 3rd administration date.

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