

From: Somasundaram, Visalakshi DPI
Sent: Friday, February 26, 2016 9:26 AM
To: ACT Group
Subject: ACT Update - Testing Reminders

Dear ACT test coordinators:

- The ACT and WorkKeys test dates, and reminders are included below.

Assessment	Initial Test Date	Accommodations Testing Window	Makeup Test Date
The ACT	March 1	March 1 - 15 (weekdays)	March 15
ACT WorkKeys	March 2	March 2 - 16 (weekdays)	March 16

ACT Help Desk:

Call at 800.553.6244

- standard time ext. 2800
- accommodations ext. 1788

Email accommodations questions to ACTStateAccoms@act.org

Contact electronically via the Contact Us web page at www.act.org/aap/state/contact.html

Resources

- Please make sure that you review/have reviewed the available resources such as the [Test Administration Manuals \(TAMs\) for the general, and special testing for ACT, and WorkKeys, training modules, accessibility resources](#), ACT Calculator Policy (part of the ACT material shipment), Prohibitive behavior policy, Cell phone policy, Electronic Devices policy, Timing Code policy, Proctor policy (included in the Test Administration Manual), [ACT and WorkKeys Test Administration Frequently Asked Questions](#) (FAQs), and [ACT Policy FAQs](#).

Pretest

- Ensure that students have completely filled out the front and back cover of the ACT answer document during the pretest session prior to the testing day.
- Review the email that ACT sent on 02/23/2016 regarding the test day reminders and contents of the secure shipment, handling procedures, make up test ordering, and training resources via email to all DACs and Test coordinators

Secure Material Shipment

- ACT shipped the secure standard time and accommodations shipment(s) materials to test coordinators during this week (Feb 22-25).
- If shortage occurs, school test coordinators should contact the ACT help desk to order more test materials **until 3pm today (02/26)** for ACT to get materials shipped in time.
- ACT helpdesk staff can be reached at 800-553-6244 ext 2800 or statetesting@act.org.

Importance of the booklet number and test form

- Hold morning briefing session for staff and remind room supervisors of the importance of the booklet number and test form being completed on each answer document.

Hard deadlines: makeup testing orders (ACT – March 2 @ 5:00 pm; WorkKeys – March 3 @ 5:00 pm)

- Submit an order for makeup test materials for the March 15th ACT and/or March 16th WorkKeys test dates if needed. Each school test coordinator will receive a link to an online order form by email from ACT. It is important that they open the email, click the link, and submit a materials order via the online system. The deadline to submit the order for makeup test materials for ACT is March 2nd at 5pm and WorkKeys is March 3rd at 5pm.

Hard deadlines: prescheduled pick up of initial testing date test materials (ACT & WorkKeys – March 3 @ 5:00 pm)

- Pre-scheduled pick up of testing materials by Fed-Ex. Please follow the directions on page 61 of the ACT Administration Manual for directions. Please contact ACT directly with any ACT specific questions (i.e. accommodations, answer documents, shipping information and shipping directions.) DPI will not be able to answer these questions.

After testing

- Ensure the completeness and accuracy of all test date administration forms, pack the materials according to the “After the Test” and “Collecting, Packing, and Returning Materials” sections in the administration manuals, and email statetesting@act.org if your school did not test due to an unforeseen circumstance.
- We will be collecting the ‘not tested’ information by having ACT test coordinators updating the reason for not testing in the ACT PearsonAccess^{next} system. The student data file will be uploaded on to the PearsonAccess^{next} system on March 7th and the test coordinators will have to complete this task in PearsonAccess^{next} after the makeup testing date.
- The information on this aspect is available in the answer document supplement that has been sent along with the non-secure test materials from ACT during the first week of February, to all ACT test coordinators. We will also have a one pager on how to complete this information in PearsonAccess^{next} when the system is ready for accepting updates.

Thank you for your contribution to a successful ACT testing experience for Wisconsin students. As always we are available to help you with your questions and to make this a positive experience. Please contact:

Student Data

Phil Cranley

- Telephone: (608) 266-9798
- E-mail: philip.cranley@dpi.wi.gov

Test Security Issues and Choice Program

Duane Dorn

- Telephone: (608) 267-1069
- E-mail: duane.dorn@dpi.wi.gov

General Information and Policies

Viji Somasundaram

- Telephone: (608) 267-7268
- E-mail: visalakshi.somasundaram@dpi.wi.gov.