

**From:** Somasundaram, Visalakshi DPI  
**Sent:** Tuesday, March 29, 2016 12:26 PM  
**To:** Wisconsin ACT General Updates  
**Subject:** [actwisconsin] Statewide High School Assessment Updates - 3/29/2016

Dear educators

We would like to thank everyone who helped to administer the ACT and WorkKeys to 11th grade students statewide.

Here are the biweekly updates for the ACT High School Assessments:

### ACT Aspire

- **Personal Needs Profile (PNP) Update**
  - All students' accommodations information needs to be added and updated into Personal Needs Profiles (PNP) in the ACT Aspire Portal.
- **Student Transfers**
  - Student Transfer process should be used in the ASPIRE portal for students who transfer between two schools.
  - The new school will make the request to transfer students from the old school. The students' old school ASPIRE portal administrator should review and approve the transfer.
  - Detailed information on Student transfer process in the ASPIRE portal is included in pages 40 and 41 of the ASPIRE Portal User Guide (available in the [Wisconsin ASPIRE AVOCET webpage.](#))
  - **Portal administrators must select the student tab on the top navigation bar in the ASPIRE portal and select the student request queue and approve/reject the requests that are pending as soon as possible. This step must be completed so as to allow the new schools to establish the test sessions for these students.**
- **ASPIRE Manuals and Resources**
  - Please make sure to access the manuals and resources from the Wisconsin specific AVOCET webpage <http://avocet.pearson.com/WisconsinACTAspire/Home> and not the general AVOCET webpage. The general AVOCET webpage may contain information that may not apply or may be incorrect with regards to the Wisconsin ASPIRE testing.

- **Upcoming timelines**

March 30, 2016	<b>Deadline for technology coordinators to complete</b> proctor caching setup.
April 4 – 6, 2016	<b>Test coordinator receives</b> paper shipment.
April 13 – 21, 2016	<b>Window for technology coordinators to conduct</b> online readiness testing.
April 15, 2016	<b>Deadline for test coordinator to set up</b> online test sessions. Students must have a completed PNP before being placed in an online test session.
April 25 – May 27, 2016	<b>ACT Aspire Testing Window</b>

All dates can be found in the ACT Aspire Spring Checklist of Dates  
<http://dpi.wi.gov/assessment/act/calendar>.

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## ACT/WorkKeys

### **Updating the “not tested” information for students who do not take the ACT or ACT WorkKeys assessments**

- ACT is collecting information on students who do not take the ACT or ACT WorkKeys assessments this Spring:

- Schools should update the reason for not tested in the ACT PearsonAccess<sup>next</sup> system for relevant students by this Friday, **April 1**.
- Information on the ‘not tested’ reasons are available in the answer document supplement that ACT shipped along with the non-secure materials.
- More information on how to update the PearsonAccess<sup>next</sup> system is available in the “User Guide for Completing the Not Tested Information.” This User Guide is available in the [DPI ACT Resources webpage](#).

### **ACT/ACT WorkKeys Reports**

#### **ACT**

Students will receive a printed ACT Student Report approximately 3-8 weeks after testing, mailed to their home address.

- During the same 3-8 week time frame, schools will receive a shipment of:
  - ACT High School Check List Report (a list of examinees included in the school’s shipment),
  - ACT High School Reports (student level score data), and
  - ACT Student Score Labels (for placement on permanent records).
- The ACT Profile Reports and ACT State-Allowed Score Notification Letters (if applicable) will be printed and sent via FedEx by 7/11/16 to the attention of the Test Coordinator.
- Data CDs will be sent to the districts via FedEx by 7/11/16 to the attention of the DAC.

**WorkKeys** - A printed paper report of the ACT WorkKeys Memo to Examinee and ACT WorkKeys Summary for Examinees containing Level and Scale scores will be shipped to schools (for distribution to examinees) no later than April 22, 2016. Schools will receive the ACT WorkKeys Examinee Roster report in paper format containing Level and Scale scores no later than April 22, 2016. DPI staff will work towards making the WorkKeys data available online and to produce NCRC certificates. The NCRCs will be distributed electronically to schools.

#### **Student Online Accounts for ACT/ACT WorkKeys**

**ACT** - Students can log on to [www.actstudent.org](http://www.actstudent.org) to access a variety of services through an ACT web account. If a student needs to create a new account, the student must enter the ACT ID from the printed score report to view the state scores. If a student has an existing account from a national test date, their state scores will be matched to their existing account. Scores will be available online about one week after the examinee receives the printed score report in the mail. ACT student services department is a best source of information on student web accounts and can be reached at 319.337.1270.

**WorkKeys** – Students can create an online account at <http://www.act.org/certificate/account.html>. This site will allow students to access scores, share the NCRC electronically for free, allow employers to verify NCRC details, and order additional printed National Career Readiness Certificates and transcripts for a fee. It is recommended that students wait to do this until they get their score letters which will contain their User ID to avoid the possibility of duplicate records. A tutorial can be found at: <http://www.act.org/certificate/pdf/PreCreatedAccount.pdf>.

Thanks,  
Viji.

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