

From: Somasundaram, Visalakshi DPI
Sent: Tuesday, March 08, 2016 4:11 PM
To: ACT Group
Subject: Statewide High School Assessment Updates - 3/08/2016

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

ACT Aspire
Student Data Review and Update - Due next week:

DPI staff have uploaded the student data file to the ASPIRE portal. The data file is based on the WSLs/ISES updates made by districts as of February 13, 2016. School/District staff should review and edit 9th and 10th grade student data files in the ACT Aspire Portal for accuracy during the window of **Feb 26 to March 18**.

Student data is visible only for the staff with Test Coordinator or Administrator roles in the ASPIRE portal. Staff with Educator role will not be able to access student data. District assessment coordinators and high school principals should access the ACT Aspire Portal and update the permission status of district and school users. Guidance for managing permission status of authorized users can be found at [ACT Aspire Portal User Guide](#).

In order to view the students in the ASPIRE portal, select the "Students" tab and then select the "Find Students" dropdown from the list. You will need to filter by grade level to see the number of students at each grade.

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.

The **deadline to order paper-based tests is March 18. Only students who require Large Print, Braille, or American Sign Language are eligible to test for paper tests.** Those students must have a completed PNP and be placed into **paper-based test sessions**. Test sessions for these students must be created in the ASPIRE portal by **March 18**.

ACT & WorkKeys

The ACT and WorkKeys test dates, and reminders for before, during, and after test dates are available at the [DPI ACT What's new webpage](#)

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

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.

Email statetesting@act.org if your school did not test due to an unforeseen circumstance.

Prescheduled pick up of make-up testing materials (ACT & WorkKeys – March 17 @ 5:00 pm)

Please follow the directions on page 61 of the ACT Administration Manual. Contact ACT help desk directly with any ACT specific questions (i.e. accommodations, answer documents, shipping information and shipping directions.)

Emails from ACT sent on 2/29/16 - ACT sent information regarding:

Returning test materials test materials to all test coordinators and DACs

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

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^{next} system for relevant students during **March 16 - 25**.

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^{next} system is available in the “User Guide for Completing the Not Tested Information.” This User Guide is available in the [DPI ACT Resources webpage](#).

Thanks,
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