

**From:** Roush, Margaret A. DPI  
**Sent:** Tuesday, May 05, 2015 1:03 PM  
**To:** DACs

**Please read this very important DPI update about Aspire testing:**

Overall, feedback from schools and districts statewide indicates that ACT Aspire testing is going very well for the vast majority of students testing this spring. However, there continues to be a large number of requests for reinstatement of student tests due to Room Supervisor errors. DPI needs your help to correct this immediately.

**Requests for Reinstatement**

By way of explanation, reinstatement means that the student will have the opportunity to retake the entire test they were taking. This should be an extremely rare situation for state testing. An example of this might be a student who was given the wrong test ticket resulting in the student who the test ticket belonged to not having had the opportunity to test. This is an appropriate use of reinstatement. Moving forward with Aspire testing, reinstatements will be reviewed by DPI and not approved except under unique situations as illustrated. Each request for a reinstatement must have a complete explanation in the comments section with contact information of the individual making the request, or it will be rejected and not approved.

**Resuming a Test**

Resuming a test means that the student's test was stopped and it needs to be resumed with the remaining amount of allotted time allowed. Students are not given the entire test to retake, but are only given the amount of time remaining before the interruption. A student getting kicked out of the Aspire platform during testing would be an example of this. The Room Supervisor should have the student log in and resume the test.

**Room Supervisors must never close a test session.** There are many requests for reinstatement because a Room Supervisor is closing the test session and not all students have tested. We have had numerous cases of this both last fall and again this spring. Test Coordinators must communicate with each Aspire Room Supervisor and be sure they understand that under no circumstances should they click on the button to close test sessions. Until this feature is disabled in the portal which DPI has requested, schools must ensure that Room Supervisors understand this. **Test sessions should only be closed by Test Coordinators and not until all students have completely tested.** It is advisable to leave all Aspire test sessions open until May 22<sup>nd</sup> or until your school has completed all Aspire testing before closing any test sessions.

Attached to this email are instructions for **Wisconsin Summative: Steps for Exiting and Resuming Active Test Sessions**. Test Coordinators should make a copy of this for each Room Supervisor with instructions that it should be available and referred to while testing.

Thank you so very much for all of your efforts and cooperation.  
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