

Welcome to Your Testing Program!

State and District Testing

Welcome

Welcome to ACT State and District testing! This document provides a brief overview of the program including these topics:

- description of State and District testing
- description of the ACT[®] test
- description of the ACT WorkKeys[®] test
- your testing program
- terms used in State and District testing
- changes for 2016-17
- types of reporting

About State and District Testing

With State and District testing, all students gain awareness of academic, or career opportunities.

Administering the ACT[®] test in your school allows more underrepresented and middle- and low-income students access to college opportunities. Students, especially those who did not think they would attend college, may be surprised to learn about possibilities they had not considered. Many qualify for major-specific scholarships and honors programs.

Taking ACT WorkKeys[®] and earning the ACT National Career Readiness Certificate[™] (ACT NCRC[®]) gives students an advantage: graduating with solid evidence that they have the skills employers need. This is valuable because all students enter the workforce eventually—whether they get a job right out of high school, work part-time while continuing their education, or go to college first.

About the ACT[®] Test

The ACT is a curriculum- and standards-based tool that assesses students' academic readiness for college.

About ACT WorkKeys[®]

ACT WorkKeys tests are research-based measures of foundational work skills essential to career success across industries and occupations. These tests are criterion-referenced to the skill requirements of the workplace and yield information that helps individuals document their skills and evaluate career opportunities. ACT WorkKeys tests assist educators in evaluating curricular outcomes and preparing their students for the workplace, as well as help employers to make better decisions about who to hire, train, and promote. Students who take ACT WorkKeys Reading for Information, Applied Mathematics, and Locating Information tests are eligible to earn the ACT National Career Readiness Certificate[™].



Your Testing Program

Types of Testing

Your leadership selected these testing options for your program:

- the ACT with writing, taken on paper
- providing ACT non-college reportable accommodations for eligible examinees
- ACT WorkKeys taken on paper

Who is Eligible for Testing?

Your leadership has indicated that these examinees and schools are eligible for testing in this program:

- 11th grade examinees
- all public schools/public charters
- all parental choice private schools

Test Dates

Your program will be testing on the dates shown in the table below. Examinees must test only on the dates for the selected administration shown below.

| Test Administration | Dates |
|--|------------------------------|
| Initial test date for the ACT taken on paper | February 28, 2017 |
| Makeup test date for the ACT taken on paper | March 21, 2017 |
| Accommodations testing window for the ACT taken on paper | February 28 – March 14, 2017 |
| Initial test date for ACT WorkKeys taken on paper | March 1, 2017 |
| Makeup test date for ACT WorkKeys taken on paper | March 22, 2017 |
| Accommodations testing window for ACT WorkKeys taken on paper | March 1 – 15, 2017 |
| Emergency makeup test date for the ACT taken on paper (need state's approval to test) | April 19, 2017 |
| Emergency makeup test date for ACT WorkKeys taken on paper (need state's approval to test) | April 20, 2017 |

ACT Testing Process Overview

Below you will find an overview of the testing process from receiving the organization file through reporting.

| Stage | Who | Does What |
|-------|-------------------|--|
| 1 | State | Submits organization eligibility file to ACT. |
| 2 | ACT | Processes organization file and loads organizations and contacts into PearsonAccess ^{next} ™ (PearsonAccess ^{next}). |
| 3 | District / School | For a new contact, activate account in PearsonAccess ^{next} . For all contacts, review organization information and manage contacts. |
| 4 | School | Test coordinator requests access and submits accommodations requests for examinees in the Test Accessibility and Accommodations (TAA) system. |
| 5 | ACT | Reviews requests for accommodations and provides decisions. |
| 6 | State | Loads Student Data Upload (SDU) file into PearsonAccess ^{next} . |
| 7 | ACT | Applies TAA PIN in PearsonAccess ^{next} to populate Personal Needs Profile (PNP) attributes for the examinee's record. |
| 8 | School | Test coordinator reviews student count (from SDU) and adjusts student registration, if needed. |
| 9 | School | Test coordinator submits additional orders as needed. |
| 10 | ACT | Packages test materials and ships to schools. |
| 11 | School | Test coordinator plans for test day and conducts staff training. Also conducts pretest session for paper testing. |
| 12 | School | Administers test to examinees. |



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| Stage | Who | Does What |
|-------|----------|--|
| 13 | School | Test coordinator returns initial test materials to ACT and orders paper makeup materials. |
| 14 | ACT | Processes order for makeup test materials, packages, and ships makeup test materials to schools. |
| 15 | School | Test coordinator administers makeup test to examinees. |
| 16 | School | Test coordinator returns makeup test materials to ACT. |
| 17 | ACT | Receives and processes materials from schools. |
| 18 | Examinee | Receives student score report. |
| 19 | School | Receives school score reports. |
| 20 | District | Receives district profile reports. |

Resources

Additional resources include:

- Wisconsin ACT State Testing website: <http://www.act.org/stateanddistrict/wisconsin>
- Wisconsin DPI website: <http://dpi.wi.gov/assessment/act>



Terms Used in State and District Testing

Common terms used with State and District testing are explained below.

| Category | Term | Description |
|----------------|--|--|
| Planning | Manage Participation | The process by which your school is set up to participate in State and District testing. The test coordinator provides information to ACT and agrees to the administration's terms and conditions. |
| | Off-site Testing | Testing at a location other than your school building. |
| Staffing | Test Coordinator (TC) | The primary point of contact for your school. Responsible for all activities encompassing testing. |
| | Substitute Test Coordinator | The individual at your school who assumes the place of the test coordinator if the test coordinator is not able to serve in this role. |
| | Test Accommodations Coordinator (TAC) | The individual(s) at your school who may assist the test coordinator by requesting or arranging accommodations, and coordinating the accommodations administration. |
| Systems | PearsonAccess ^{next} ™ (PearsonAccess ^{next}) | The web application used by testing staff for various test related activities. |
| | Test Accessibility and Accommodations System (TAA) | An online system used to manage ACT-approved accommodations for examinees. Use TAA to submit and check the status of requests, review decision notifications, and view examinee information for planning. |
| Accommodations | ACT-Approved Accommodations | Accommodations on the ACT requested by school staff and approved by ACT in compliance with the Americans with Disabilities Act (ADA) and the <i>Diagnostic and Statistical Manual of Mental Disorders</i> , 4th or 5th Edition. Scores achieved using these accommodations are college-reportable. |
| | Non-College Reportable Accommodations | Accommodations on the ACT following state guidelines. Scores achieved using these accommodations are non-college reportable and used only for district or state purposes. |
| Data Files | Student Data Upload (SDU) | This file identifies examinees eligible to test at participating schools and creates barcode labels. |
| | Barcode Label | A label contains examinee information and the TC affixes it to the answer document. The barcode is read when the answer document is scanned. It then translates back to the student code. |
| | Student Code | A unique identifying number that is assigned to the student record upon the creation of the student in PearsonAccess ^{next} . It is used for matching purposes for reporting, accommodations, and testing. This code will be used for the barcode label. If a student does not have a barcode label, it will need to be gridded on the answer document. |
| Training | Training Video | A prerecorded video posted online. |
| | Q & A Session | A live webinar you may attend to ask questions about accommodations and test administration. |
| Materials | Initial Shipment | A shipment containing materials to prepare for testing. It includes nonsecure and secure materials. |
| | Makeup Shipment (Paper) | A shipment containing materials specific for the makeup test date. |
| | Nonsecure Materials | Includes answer documents, manuals, and supplements. |
| | Administration Supplement | This document contains supplemental information to the administration manual(s), if applicable. |
| | Non-Test/Pretest | Non-test or demographic information that examinees enter, such as the address where to send score reports. |
| | Secure Materials | Includes test booklets and/or alternate formats. |



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| Category | Term | Description |
|----------|---------------------------------------|---|
| Testing | Standard Time Administration | The test administration using standard timing (no extended testing time, no extended breaks, or additional breaks). |
| | Initial Test Date (Paper) | The first test date for testing with paper materials. |
| | Makeup Test Date (Paper) | The second test date for testing with paper materials, for examinees who miss the initial test date. |
| | Emergency Makeup Test Date (Paper) | The third test date for testing with paper materials, for schools unable to test examinees on the initial and/or makeup test dates. Wisconsin Department of Public Instruction must approve testing on this date. |
| | Accommodations Testing Window (Paper) | The two-week testing window designated for accommodations testing with paper materials, and other alternate formats such as braille or audio DVDs. |



Changes for 2016-2017

Why are there Changes?

ACT is continually making enhancements to systems, services, and products. If you were a test coordinator previously, this document describes some of the changes. Detailed information will be provided in time for each activity.

Participation Process Starting Later

Test coordinators will not receive emails from ACT about completing participation details (formerly known as “establishment”) or requesting accommodations until **the week of November 7**. This comes later this year because of improvements made to processes and systems.

Enhancements to PearsonAccess^{next}TM

PearsonAccess^{next} is the web application used by testing staff for various test related activities. Some of the participation, enrollment, and ordering screens have changed.

Off-site Testing

If your school is unable to meet ACT facility requirements, select an off-site testing location that meets the requirements. Your school no longer needs to complete a request form and wait for ACT approval to test off-site. However, you are required to identify the off-site location and address on the Test Room Report.

Enrollment Counts

Schools will not be confirming or entering an initial enrollment count in PearsonAccess^{next}. Instead, your initial enrollment counts will automatically populate the enrollment screen based on the number of examinees loaded into the system. Materials will be shipped for your initial test date based on the information on the enrollment screen.

Initial Shipment of Nonsecure and Secure Materials

ACT is combining the previously known “nonsecure shipment” (which arrived about four weeks before test day) with the “secure shipment” (which arrived about one week before test day). The initial shipment will contain both nonsecure *and* secure materials. It will arrive about two weeks before the test day.

ACT-Approved Accommodations

ACT is no longer sending a “preliminary roster” and the “final roster” to your school. See the “Status of Requests in TAA” section of the *Test Accessibility and Accommodations (TAA) User Guide* for instructions on conducting an advanced search and creating a roster.

ACT Accommodations Materials are Bulk Shipped

ACT is no longer assigning ACT-approved accommodations materials to an individual examinee. Materials will be shipped in labeled kits based on the type of materials enclosed. The test coordinator will assign kits to examinees based on their ACT-approved accommodations.

ACT will no longer assign examinees a reference number.

Non-college Reportable Accommodations

Schools will no longer order non-college reportable accommodations for examinees. Instead, based on your requests for ACT-approved accommodations, an overage of materials will be sent to you. You will be administering the test using those same materials; however, examinees will need to still test separately from those approved with ACT-approved accommodations.

Consolidated Test Administration Forms

ACT has created one document, which contains compliance information the room supervisor needs to complete and return to ACT. This document is included in the initial shipment of nonsecure and secure materials. The information in this document is no longer available in the back of the administration manual(s).



Types of Reporting

Student-Level Score Reporting for the ACT

Examinees who tested with standard time or ACT-approved accommodations will receive:

- a student score report mailed to the address they provide
- the ability to view their scores online at actstudent.org after receiving the printed score report in the mail

Examinees who tested with non-college reportable accommodations will not receive an official score report. The test coordinator will receive two copies of an unofficial report. One is for the school's file, and the other is for the examinee. ACT does not keep these reports on file.

High School-Level Score Reporting for the ACT

The school will receive the following reports:

- student score reports, student score labels, and high school checklist of reports are mailed in batches up to eight weeks after testing to the director of counseling
- an aggregate report that provides trends and averages of the high school based on the population within the state is sent to the test coordinator

District-Level Score Reporting for the ACT

The district test coordinator will receive the following reports:

- an aggregate report that provides trends and averages of the entire district based on the population tested within the district
- a copy of each participating high school's aggregate report
- a student data file that includes all college reportable scores for all examinees for whom ACT processed answer responses.

Examinee-Level Score Reporting for ACT WorkKeys Paper Testing

This is the standard reporting package for ACT WorkKeys taken on paper.

| Report | Description | Distribution |
|------------------------|---|---------------------------------------|
| Memo to examinee | Report containing reportable scores (level and scale) | One copy sent to the test coordinator |
| Summary for examinee | Report containing reportable scores (level and scale) | One copy sent to the test coordinator |
| Examinee Roster Report | Roster containing reportable scores for all examinees within the school | One copy sent to the test coordinator |

MyWorkKeys Examinee Account

Examinees may access ACT WorkKeys scores through MyWorkKeys.

| Report | Description | Distribution |
|---------------------|--|--|
| ACT WorkKeys Scores | MyWorkKeys webpage containing any ACT WorkKeys scores achieved – which can be used toward earning ACT National Career Readiness Certification™ (ACT NCRC®) | An examinee can view his or her scores through a personal account on the MyWorkKeys web page: myworkkeys.com . |



ACT WorkKeys National Career Readiness Certificate

This is reporting for the ACT National Career Readiness Certificates (ACT NCRC).

| Report | Description | Distribution |
|---------------------------------|---|--|
| ACT NCRC | Certificate for examinees who achieved a minimum score of three in each of the three tests. | One PDF certificate distributed by the state. An examinee may purchase printed certificates online. |
| Certificate Registration Number | Electronic file of eligible examinees from ACT WorkKeys assessments. File contains login names and related passwords, which allows examinees to release their certificate information electronically. | One certificate registration number per examinee provided to the Wisconsin Department of Public Instruction. |