



ACT Wisconsin Newsletter

Week of November 17, 2014

Volume 1, Number 7

In This Issue

- Thank you!
- ACT Test Administration Training Posted
- ACT Test Administration Q&A registration open
- New DPI guidance for ACT special testing situations
- ACT Accommodations Request Deadline
- WorkKeys Accommodations
- Dates and Deadlines
- What's New
- Did You Know?

Quick Links

<http://oea.dpi.wi.gov/assessment/ACT>
Wisconsin DPI ACT Web page

<http://oea.dpi.wi.gov/assessment>
Wisconsin DPI Assessment Web page

<http://www.act.org/aap/wisconsin/index.html>
ACT Wisconsin State Testing

<http://actaspire.avocet.pearson.com/actaspire/Home>
Avocet: ACT Aspire's online informational resource

<https://actaspire.tms.pearson.com>
ACT Aspire's online Training Management System

Thank you!

In October, Wisconsin completed its first statewide administration of an on-line assessment to over 69,000 9th grade students with ACT Aspire. DPI would like to sincerely thank everyone who was involved in this work. Some schools experienced very few problems with the administration, some struggled with technology issues at first but then tested successfully after those were remedied, and others faced significant challenges. Be assured that DPI is working directly with ACT, ACT Aspire, and Pearson to resolve many of the issues around the fall Aspire testing and ensure a smoother and less challenging Aspire assessment in the Spring. Your feedback, comments and suggestions are all being taken very seriously and have been shared with both DPI and ACT Aspire. Again, thank you to each and every one of you. Your efforts are appreciated.

ACT Test Administration Training Webcasts Posted

Pre-recorded test administration ACT training is now available online: **ACT Wisconsin**. The training covers all steps of test administration, such as:

- planning and preparing for testing
- identifying and training room supervisors and proctors
- receipt and check-in of secure test materials
- tips for a successful test administration
- administering the test
- procedures for return of all materials

Take the following steps to view training snippets:

1. Go to: **ACT Wisconsin**.
2. Click on the "Test Administration Training" link.
3. Select your city and school. (If you are not affiliated with a specific school, such as DPI or CESA staff, select any school.)
4. Enter your first and last name and click on the Next button.

ACT Test Administration Q&A Registration Open

Please register for the December 10th and/or January 20th ACT Test Administration live Q&A. These are live sessions and will not be recorded. More information can be found at **ACT State and District Testing: Test Administration Training and Q&A Sessions**. It is important that you view the ACT Test Administration

<https://www.actaspire.org/>

ACT Aspire Portal is where you will perform your administrative tasks.

join-actwisconsin@lists.dpi.wi.gov

Want to have these newsletters sent directly to you? To subscribe to actwisconsin listserv: Send a blank email message without subject line. Confirm your subscription by clicking on a link embedded in the reply.

Contact Us

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ACT/WorkKeys Customer Service

800.553.6244 x2800 – standard time questions

800.553.6244 x1788 – accommodations questions

<http://www.act.org/aap/state/contact.html>

ACT Aspire Customer Support

888-802-7502

ACTAspire_Implementation@ACTAspire.org

Training Webcasts prior to participating in the Q&A sessions.

Register for these sessions at:

Date	Time	Registration URL
December 10, 2014	3:30 pm	https://act.ilinc.com/register/jrtfwtv
January 20, 2015	3:30 pm	https://act.ilinc.com/register/fbftfm

DPI Guidance – Special Testing Situations for ACT Plus Writing/ACT WorkKeys

Please review the information contained in the guidance document: **ACT Special Testing Situations**. This document refers to testing students who attend a school or program outside of their school of residence and is designed to help schools and districts problem-solve how to test students in special situations. Many of these situations are very unique and will require collaboration and cooperation between the school of residence, the program/school of attendance, DPI and ACT.

Requests for ACT-Approved Accommodations Deadline – November 21, 2014

All requests for ACT-Approved accommodations must be received by ACT no later than **November 21, 2014**. Please note that this is a firm **receipt deadline**. Schools are encouraged to send documents through a track-able process such as UPS or FedEx. Per DPI guidance, schools should submit requests for ACT-Approved accommodations for all students with disabilities. If ACT does not approve these requests for accommodations, State-Allowed accommodations can be considered. Failure to request ACT-Approved accommodations for students with disabilities prior to consideration of State-Allowed accommodations may result in disability related discrimination concerns. Decisions about State-Allowed accommodations should not be based on perceived difficulty of the assessment or student post-high school educational plans. Parent signatures required for submission requests for ACT-Approved accommodations can be obtained in person or by telephone and documented on the form. Only use forms posted on the ACT Wisconsin website: **ACT Wisconsin**. ACT-Approved accommodations are college reportable and can be used for many scholarship applications, NCAA initial eligibility, and entrance into many 2 and 4 year colleges. State-Allowed accommodations are not college reportable. Please refer to the DPI guidance documents and tools posted at: **Wisconsin ACT Accommodations** and training webcasts posted at: **ACT Wisconsin**.

ACT WorkKeys Accommodations

Nothing needs to be submitted to ACT for ACT WorkKeys Accommodations. Students will be given the same accommodations for WorkKeys as they received for ACT Plus Writing. If State-Allowed accommodations are used for WorkKeys, the student cannot earn a National Career Readiness Certificate. For each student receiving accommodations, schools are to make a copy of paperwork compiled for ACT accommodations. The school must store these documents in a secure location for one year per ACT WorkKeys policy.

Important Dates and Deadlines

November 21, 2014	ACT Plus Writing	Deadline for ACT to receive all requests for ACT-Approved accommodations.
December 5, 2014	ACT Aspire	Fall reports released through portal to schools and districts
December 10, 2014	ACT Plus Writing	Wisconsin Test Administration live Q&A at 3:30 pm.

January 9, 2015	ACT Plus Writing	Deadline for Test Coordinator to submit online off-site proposal if applicable.
TBD	ACT Aspire	Training – Online Test Readiness for Technology Coordinators Webinar
TBD	ACT Aspire	On Location Training – ACT Aspire Training for Portal and Online Test Readiness
January 6-13, 2015	ACT Plus Writing	Window for test coordinator to confirm ACT testing enrollment online and to order ACT WorkKeys standard time and accommodations test materials.
January 20, 2015	ACT Plus Writing	Wisconsin Test administration live Q&A at 3:30 pm.
January 19 - 23, 2015	ACT Plus Writing	Test coordinator receives Preliminary ACT-Approved Accommodations Roster for review.
January 30, 2015	ACT Plus Writing	Deadline to request changes to the Preliminary ACT-Approved Accommodations Roster.
February 2 – 6, 2015	ACT Plus Writing	Test coordinator receives nonsecure shipment(s).
February 2 - 11, 2015	ACT Plus Writing	Window for test coordinator to order State-Allowed Accommodations materials online.
November 24, 2014 - February 11, 2015	ACT Plus Writing	Window for ACT to receive <i>ACT-Approved Accommodations Late Consideration Form</i> . (Must be accompanied by a <i>Request for ACT- Approved Accommodations</i> .) Applicable only to: <ol style="list-style-type: none"> 1. Examinees who are newly enrolled at the school or newly classified as an eligible grade level. 2. Examinees who have a newly identified disability. 3. Examinees with ACT-Approved Accommodations who transferred to your school from another school in your state. 4. Examinees with medical emergencies or sudden onset of a medical condition.
Early February – March 2, 2015	ACT Plus Writing	Window for schools to: <ul style="list-style-type: none"> • conduct supervised pretest sessions for all examinees, • conduct room supervisor and proctor training, and • arrange to meet testing requirements at school or off-site location.
February 23 - 27 , 2015	ACT Plus Writing	Test coordinator receives secure standard time and accommodations shipment(s). <i>Note: Schools on break during this week will receive their shipment the prior week.</i>

What's New

- **SAVE The DATE:** February 10, 2015. ACT Annual Statewide Conference to be held at the Madison Marriott. Over 700 individuals attended last year. Registration information will be coming soon.
- **CERTIFICATION TEST FOCUSES ON READING STUDENTS FOR WORK:** Check out this PBS video to learn more about ACT WorkKeys. **PBS WorkKeys video**

Did you Know?

This section will give you information and links to items that are frequently asked about or things you may not know are available as a resource. Do you have tips you want to share? Suggestions welcome!

- **Missed some previous ACT Wisconsin newsletters?** They are now being archived on the DPI OSA webpage. **Archived ACT Wisconsin Newsletters**
- **Looking for copies of emails sent from DPI about all assessments including ACT? Find them here: OSA Assessment Correspondence.**
- **Have you reviewed the ACT manuals, FAQ documents and training webcasts?** All of them are posted on the ACT Wisconsin website under the **Training and Manuals and Supplements tabs.**