

ACT Aspire State and District Testing Schedule of Events, 2016-2017

WI

<http://www.act.org/stateanddistrict/wisconsin>
<http://avocet.pearson.com/WisconsinACTAspire/Home>

| Date | Event |
|---------------------|---|
| January 2-6, 2017 | ACT Aspire Portal Rollover |
| January | <p>Updated resources will come available in Avocet during January.</p> <p>Resources include: Test administration manual, accessibility guide, tech coordinator manual, portal user guide, checklists, and more.</p> <p>Portal user guide topics include: updating student data in portal, PNP update, test tickets, creating sessions, test delivery, test administration</p> |
| After January 6 | <p>View the training module <i>Inviting and Managing Users</i> to learn how to invite new users and manage existing users.</p> <p>Delegate administrative tasks and verify users have the correct access. Invite additional users into the ACT Aspire Portal, if needed.</p> |
| February 22, 2pm | Technology Readiness Q&A Training Session |
| March 10 | DPI uploads student data file to ACT Aspire |
| March 14 – 24 | Window to confirm 9th and 10th grade student data files in the ACT Aspire Portal. |
| March 14 – 24 | <p>Window to enter accommodations for paper-based tests into Personal Needs Profiles (PNP) in the ACT Aspire Portal. (<i>See the training module Updating Personal Needs Profile for Accessibility Features and Creating and Importing PNP Extracts</i>)</p> <p>Window to create Paper Test Sessions; only students requiring Large Print, Braille or American Sign Language are eligible to test with paper tests. (<i>See the training module Student Data and Test Sessions Overview.</i>)</p> |
| March 14 – April 14 | <p>Window to setup Online Test Sessions. Students receiving accommodations must have a completed PNP before being placed in an online test session.</p> <p>(<i>See the training modules Creating, Editing, and Viewing Test Sessions; Adding and Removing Students to Sessions; and Copy Test Sessions.</i>)</p> |
| March 24 | <p>Deadline to enter accommodations into Personal Needs Profiles (PNP) in the ACT Aspire Portal for paper-based tests.</p> <p>Deadline to order paper-based tests. Only students who require Large Print, Braille, or American Sign Language are eligible to test with paper tests. Students must have a completed PNP and be placed into paper-based test sessions.</p> |

| Date | Event |
|------------------------------|--|
| March 30, 10am | Test Administration Q&A Training Session |
| <i>Optional</i> | Create groups in the portal. You must complete PNPs before beginning this task. (See training module <i>Creating and Using Groups</i> .) |
| April 3 | Deadline for technology coordinators to complete ProctorCache setup. |
| April 3 – 21 | Window for technology coordinators to conduct final online technology readiness testing. |
| April 14 | Deadline for test coordinator to set up online test sessions. Students receiving accommodations must have a completed PNP before being placed in an online test session. |
| Prior to testing | <p>Print student authorization tickets and store in a secure place. (See training module <i>Printing Student Authorization Tickets</i>.)</p> <p>Use information from the testing manuals to conduct staff training session.</p> <p>Provide room supervisors with relevant authorization tickets or paper-based accommodations.</p> <p>View the training module <i>TestNav 8 Overview</i> to learn how students will access TestNav 8 on test day.</p> <p>Download the TestNav Application to all testing devices to avoid issues with Java updates.</p> |
| April 17 – 21 | Test coordinator receives paper shipment. Test coordinators verify all testing materials are accounted for. |
| Day before or day of testing | Start all test sessions in the portal. |
| April 24 – May 26 | ACT Aspire Testing Window |
| Following testing | Test coordinator packs and returns paper materials and schedules a UPS pick up. (See instructions in Test Coordinator Manual.) |
| June 2 | Deadline for ACT Aspire to receive all paper answer documents (Braille, Large Print, and American Sign Language only). Late arriving documents will not be scored. |
| June 2 | <p>Closing of Test Sessions for Administration</p> <p><u>Important note:</u> <i>Closing a session means sessions are being submitted to score and cannot be reopened.</i></p> |
| July 7 | Individual Student Reports and aggregate reports released and viewable in the ACT Aspire portal for District and School use. View the training module <i>Accessing Summative Reports</i> to learn how to view reports in the Aspire portal. |