

Wisconsin ACT Plus Writing Accommodations and Supports Matrix- Revised December 2014

The ACT Plus Writing®

ACT's official scores reported to colleges and other entities from statewide testing are comparable to scores earned through other administrations of ACT testing involving the application of ACT test accommodations policies. ACT permits college-reportable scores for students identified as having a documented disability who have applied for and received ACT-Approved accommodations. Other students may be eligible to receive State-Allowed accommodations as described in this document; however, the scores received through State-Allowed accommodations are not college reportable. Districts should work in consultation with students and their families to determine when and how accommodations and linguistic supports are provided. ACT supports the following accommodations on The ACT Plus Writing when it is administered as part of state testing:

1. **ACT-Approved Accommodations** result in scores that are fully reportable to colleges, scholarships, and other entities. Only students with professionally diagnosed and documented disabilities who receive accommodations in school should apply for ACT-Approved accommodations.
2. **State-Allowed Accommodations** result in scores that are not college reportable; they are used for state accountability purposes only for the following students:
 - Students with disabilities who have Individualized Education Programs (IEP) or Section 504 Individualized Accommodation Plans (IAP) and who do not meet or only partially meet ACT's eligibility requirements for testing with ACT-Approved Accommodations. **Per Wisconsin DPI policy and guidance, applications for ACT-Approved accommodations should be submitted prior to consideration of State-Allowed accommodations. State-Allowed accommodations will result in scores that are not college reportable for individual students. Failure to request ACT approval of accommodations for students with disabilities may raise concerns related to disability-based discrimination.**
 - English Language Learners (ELL) with English language proficiency levels 1 through 5 who may benefit and use **linguistic** supports in instruction. For more information about ELL participation in state-wide assessments, go to: <http://oea.dpi.wi.gov/assessment/ELL>.

Requesting Accommodations on The ACT Plus Writing

Documentation for **ACT-Approved accommodations** for The ACT Plus Writing must be submitted and reviewed by ACT. **State-Allowed accommodations** require the completion of **Wisconsin State-Allowed Accommodations Notification: The ACT Plus Writing and ACT WorkKeys**. By signing this notification form, parents and students acknowledge that scores earned through the use of State-Allowed Accommodations on the ACT Plus Writing are not college reportable. Locally Approved decisions do not require review or prior approval from ACT (e.g., wheelchair access, preferential seating), however, an Irregularity Report must be submitted to ACT.

Wisconsin ACT Plus Writing Locally Approved Decisions for Students Testing with Standard Time- Revised December 2014

You may provide test accommodations without review and approval by ACT if ALL of the following conditions are met: the student must test with standard time, must not receive additional breaks, and must use a regular type (10-point) test booklet. Testing must occur on the initial or makeup test date and the accommodations must be consistent with the student's plan on file at the school. In addition, the accommodations must not disrupt or afford an advantage over other students.

Locally Approved Accommodations and Supports Students Testing with <u>Standard Time*</u>	Decision	College Reportable	Comments
Administration of the assessment in an alternate education setting (out of school) with appropriate supervision e.g., <ul style="list-style-type: none"> • Home when student is homebound • Care facility when it is medically necessary • Juvenile facility 	Locally Approved	Yes	Appropriate off-site or home-bound application must be approved by ACT.
Administration of the assessment individually or in a small group	Locally Approved	Yes	If setting is off-site, appropriate off-site application must be approved by ACT.
The use of preferential seating (e.g., front of the room, back of the room)	Locally Approved	Yes	
Use of accommodated seating, special lighting, or furniture	Locally Approved	Yes	
Able to move, stand or pace during assessment in a manner where others' work cannot be seen and is not distracting to others (e.g., kneeling, constant movement).	Locally Approved	Yes	Student must test individually.
Student reads aloud to him or herself	Locally Approved	Yes	Student must test individually
Use of sound amplification system for test directions only	Locally Approved	Yes	Provided by school or student; student must test individually if device causes distraction
Directions provided using sign language – American Sign Language (ASL) or Exact English Signing (EES)	Locally Approved	Yes	Applies only to spoken instructions exactly as provided in the administration manual. ASL for test items is not ACT-Approved
Qualified person familiar to the student administers the assessment (e.g., Special Education Teacher, Bilingual/ESL staff)	Locally Approved	Yes	All directions for test administration are read verbatim in English with no clarifications in another language. Qualified person cannot be a relative and must meet the same ACT requirements as all testing staff

*This is not intended to be an exhaustive list of locally approved accommodations and supports. Please contact ACT directly at the number listed below for student-specific questions.

Wisconsin ACT Plus Writing Accommodations for Students with Disabilities – Revised December 2014

ACT-Approved Accommodations - Result in ACT scores that are fully reportable to colleges, scholarship agencies, and other entities *in addition to* being used for state testing purposes. Only students with professionally diagnosed and documented disabilities and who receive accommodations in school should apply for ACT-Approved accommodations. **State-Allowed Accommodations** - Result in ACT scores used only for state testing purposes. The results earned are not college reportable. State-Allowed accommodations are only available to students with disabilities who did not receive approval for ACT-Approved accommodations or English Language Learners who receive supports in school.

Timing and Scheduling Accommodations	Decision for SwD	College Reportable	Comments
Time of day for testing altered	ACT-Approved	Yes	Must be within the designated two-week window that begins on initial state test day and ends on the makeup day. Testing may be scheduled for any days during the window, but each student must take the sections of the ACT Plus Writing in prescribed order. ACT Plus Writing must be completed before ACT WorkKeys is started.
	State-Allowed	No	
Extended Test Time	ACT-Approved Timing Code must be assigned by ACT	Yes	Normally time-and-a-half in single self paced session using regular or large print. For certain formats and disabilities, ACT will assign a timing code for the ACT based on the test format and disability, up to triple time (and testing over multiple days, one test per day). Oral presentation (e.g., audio DVD, or reader), and Braille normally <i>require</i> triple time.
	State-Allowed	No	State-Allowed accommodations materials must be ordered.
Frequent supervised breaks	ACT-Approved	Yes	Interpreted as “stop-the-clock” breaks; ex. standard time for students who are diabetic or have other medical conditions requiring frequent breaks. If requested with extended time, must provide documentation to support need for “stop-the-clock” breaks <i>in addition to</i> extended time. Students must test individually.
	State-Allowed	No	
Testing over multiple days-standard time	ACT-Approved	Yes	Student must complete each test section in 1 day. Tests must be taken in the prescribed order. ACT Plus Writing must be taken before ACT WorkKeys.
	State-Allowed	No	

Wisconsin ACT Plus Writing Accommodations for Students with Disabilities – Revised December 2014

ACT-Approved Accommodations - Result in ACT scores that are fully reportable to colleges, scholarship agencies, and other entities *in addition to* being used for state testing purposes. Only students with professionally diagnosed and documented disabilities and who receive accommodations in school should apply for ACT-Approved accommodations. **State-Allowed Accommodations** - Result in ACT scores used only for state testing purposes. The results earned are not college reportable. State-Allowed accommodations are only available to students with disabilities who did not receive approval for ACT-Approved accommodations or English Language Learners who receive supports in school.

Presentation Accommodations	Decision for SwD	College Reportable	Comments
Use of visual aids (e.g., closed circuit television, magnification devices)	ACT-Approved	Yes	Provided by school or student. Depending on the device used, student may have to test individually.
	State-Allowed	No	
Large Print book	ACT-Approved	Yes	ACT produces large type version 18 pt. font. Large type may be used with standard or extended time. It is reserved for students with visual impairments.
	State-Allowed	No	
Braille test format	ACT-Approved	Yes	ACT produces Braille formats.
Test items signed using Exact English signing (EES)	ACT-Approved	Yes	Exact English signing (EES) of test items may be requested and approved in specific cases for college reportable scores.
Use of English audio (DVD) versions of the assessments (can NOT be used for reading comprehension portion of test)	ACT-Approved	Yes	ACT Oral Presentations (Audio DVD) include all test questions and answers as well as any passage associated with those items. Must use headset if testing in a group. ACT produces audio (DVD) version.
	State-Allowed	No	“State-Allowed” accommodations materials must be ordered. ACT produces audio (DVD) versions for the state.
Test read aloud by test administrator using provided reader script (can NOT be used for reading comprehension portion of test)	ACT-Approved	Yes	ACT Oral Presentations (Reader Script) include all test questions and answers as well as any passage associated with those items. ACT-produced reader’s script read verbatim in English. Students must test individually.
	State-Allowed	No	
Use of highlighters, highlighter tape, page flags, and reading guides on test booklets	ACT-Approved	Yes	Provided by school or student. “Reading guides” are interpreted as place keepers. May require student to test individually (e.g., highlighters).
	State-Allowed	No	

Wisconsin ACT Plus Writing Accommodations for Students with Disabilities – Revised December 2014

ACT-Approved Accommodations - Result in ACT scores that are fully reportable to colleges, scholarship agencies, and other entities *in addition to* being used for state testing purposes. Only students with professionally diagnosed and documented disabilities and who receive accommodations in school should apply for ACT-Approved accommodations. **State-Allowed Accommodations** - Result in ACT scores used only for state testing purposes. The results earned are not college reportable. State-Allowed accommodations are only available to students with disabilities who did not receive approval for ACT-Approved accommodations or English Language Learners who receive supports in school.

Response Accommodations	Decision for SwD	College Reportable	Comments
Use of assistive technology device (Computer, word processor, Braillewriter, or AlphaSmart for writing test)	ACT-Approved	Yes	Provided by school or student. Applies only to ACT Writing Test. ACT instructions for printing and returning essay must be followed precisely. The following features must be disabled: spell check, thesaurus, grammar check.
	State-Allowed	No	
Student points to answers or writes directly in assessment booklet (transferred to answer document by testing staff while examinee observes)	ACT-Approved	Yes	If student points to answers, student must test individually. Responses must be transcribed to scannable answer document by testing staff while examinee observes. Refer to manual for scribe policies.
	State-Allowed	No	
Student responds orally (e.g., student tells the Assessment administrator which answer choice they are selecting)	ACT-Approved	Yes	Only if tested individually, responses are in English , and responses marked on scannable document by testing staff.
	State-Allowed	No	
Use of computers with alternative access for an alternative response mode e.g. switches, alternative keyboards, eye-gaze motion sensors, voice recognition software, head or mouth pointer, specialized mouse or trackball.	ACT-Approved	Yes	Requests considered individually based on documentation submitted. Approval and reportable status depend on detailed information about the proposed alternative access. If approved, responses must be transferred to scannable answer document by testing staff. Required documentation of original responses to be determined on case-by-case basis for college reportable ACT scores. Refer to manual for scribe policies
	State-Allowed	No	
Use of a scribe for constructed response items (student must indicate punctuation, format and spell all keywords) for Writing	ACT-Approved	Yes	Applies only to ACT Writing Test. Only if tested individually. Refer to manual for scribe policies.
	State-Allowed	No	
Use of adapted paper, additional paper, lined or grid paper for recording answers	ACT-Approved	Yes	Provided by school. Student must test individually and responses transferred to scannable answer document by testing staff while examinee observes. All materials must be returned to ACT.
	State-Allowed	No	
Use of augmentative/alternative communication devices, e.g., Picture/symbol communication boards.	ACT-Approved	Yes	Requests considered individually based on documentation submitted. Approval and reportable status depend on detailed information about the devices proposed for use.
	State-Allowed	No	

Wisconsin ACT Plus Writing Supports for English Language Learners – Revised December 2014

State-Allowed Accommodations - Result in ACT scores used only for state testing purposes. The results earned are not college reportable and cannot be used for scholarships or other similar purposes. State-Allowed accommodations are only available to students with disabilities who did not receive approval for ACT-Approved accommodations or English Language Learners who receive supports in school. English language learners who do not have a disability but receive supports in school should request State-Allowed accommodations if needed and appropriate. An audio recorded Spanish translation (directions and items) of the ACT and ACT WorkKeys is available as a State-Allowed accommodation.

Supports for ELL	Decision for ELL	College Reportable*	Comments
Extended Test Time	State-Allowed Timing Code assigned by the school	No	If student’s reason for use of extended time is English language proficiency, State-Allowed materials must be ordered.
Testing over multiple days-standard time	State-Allowed	No	If student’s reason for accommodations is English language proficiency, State-Allowed accommodations materials must be ordered. Student must complete each test section in 1 day. Tests must be taken in the prescribed order. ACT Plus Writing must be taken before ACT WorkKeys.
Time of day for testing altered	State-Allowed	No	If student’s reason for accommodations is English language proficiency, State-Allowed accommodations materials must be ordered. Must be within the designated two-week window that begins on initial state test day and ends on the makeup day. Testing may be scheduled for any days during the window, but each student must take the sections of the ACT Plus Writing & ACT WorkKeys in prescribed order. ACT Plus Writing must be taken before the ACT WorkKeys.
Use of English audio (DVD) versions of the assessments (can NOT be used for reading comprehension portion of test)	State-Allowed	No	If student’s reason for accommodations is English language proficiency, State-Allowed accommodations materials must be ordered. ACT produces audio (DVD) versions for the state.

Wisconsin ACT Plus Writing Supports for English Language Learners – Revised December 2014

State-Allowed Accommodations - Result in ACT scores used only for state testing purposes. The results earned are not college reportable and cannot be used for scholarships or other similar purposes. State-Allowed accommodations are only available to students with disabilities who did not receive approval for ACT-Approved accommodations or English Language Learners who receive supports in school. English language learners who do not have a disability but receive supports in school should request State-Allowed accommodations if needed and appropriate. An audio recorded Spanish translation (directions and items) of the ACT and ACT WorkKeys is available as a State-Allowed accommodation.

Supports for ELL (cont.)	Decision for ELL	College Reportable	Comments
Test read aloud by test administrator using provided reader script (can NOT be used for reading comprehension portion of test)	State-Allowed	No	If student’s reason for accommodations is English language proficiency, State-Allowed accommodations materials must be ordered. ACT Oral Presentations (Reader Script) include all test questions and answers as well as any passage associated with those items. ACT-produced reader’s script read verbatim in English. Students must test individually.
Use of Spanish audio (DVD) version of the assessment (Not used for reading comprehension portion of test)	State-Allowed	No	ACT Oral Presentations (Audio DVD) include all test questions and answers as well as any passage associated with those items. Must use headset if testing in a group. ACT produces audio (DVD) version. Text is in English. Extended time is recommended for students using language supports. Schools may allow time and-a-half, double time, or a maximum of 3 hours for each test.
Use of bilingual word-for-word dictionary	State-Allowed	No	If student’s reason for accommodations is English language proficiency, State-Allowed accommodations materials must be ordered. Provided by school or student. Extended time is recommended for students using language supports. Schools may allow time and-a-half, double time, or a maximum of 3 hours for each test.
Use of highlighters, highlighter tape, page flags, and reading guides on test booklets	State-Allowed	No	If student’s reason for accommodations is English language proficiency, State-Allowed accommodations materials must be ordered. Provided by school or student. “Reading guides” are interpreted as place keepers. May require student to test individually (e.g., highlighters).