

**From:** Somasundaram, Visalakshi DPI [<mailto:Visalakshi.Somasundaram@dpi.wi.gov>]  
**Sent:** Tuesday, April 12, 2016 2:29 PM  
**To:** Wisconsin ACT General Updates  
**Subject:** Statewide High School Assessment Updates 4/12/2016 - Important ACT ASPIRE Testing Reminders

Dear DACs, high school principals and test coordinators:

The Aspire test window opens for 9th and 10th graders in just two weeks (**April 25 - May 27.**) Please read the following ASPIRE testing reminders:

**Test Times (in minutes)**

<b>Grade</b>	<b>English</b>	<b>Math</b>	<b>Reading</b>	<b>Science</b>	<b>Writing</b>
<b>9 &amp; 10</b>	<b>40</b>	<b>65</b>	<b>60</b>	<b>55</b>	<b>30</b>

These are the test times for Wisconsin ASPIRE testing. The general AVOCET webpage and the generic ASPIRE trainings may contain information that **may not apply or may be incorrect** with regards to the Wisconsin ASPIRE testing.

**Resources**

- Please make sure that you review the available resources such as the Room Supervisor Manual, Technology Coordinator Manual, Accommodations User Guide, Portal User Guide, [training modules](#), and [ACT Policy FAQs](#). The training modules are about 15 minutes each, and focus on starting, monitoring, troubleshooting, and the administration functions for this assessment.
- **The ASPIRE help desk can be reached at 888.802.7502 Extension:7 or [ACTAspire\\_Implementation@ACTAspire.org](mailto:ACTAspire_Implementation@ACTAspire.org)**
- Please add [\\*@actaspire.org](mailto:*@actaspire.org) to your email safe senders list to ensure receipt of important communications from ASPIRE, including the Portal Invitation.

**Portal users**

**Double-check Portal users to ensure that the appropriate staff are represented at appropriate access levels. ACT Aspire Portal users may invite others** into the Portal to assist with administrative responsibilities. Please see [Inviting New Users to the ACT Aspire Portal](#) for instructions. If you are new to ACT Aspire assessments, but your organization is not, an existing user within your organization must invite you into the Portal.

**Technology**

- By this time you should have a Tech Coordinator in the ACT Aspire Portal who has set up the proctor caching (Proctor Cache is the software that works with the test engine (TestNav) to reduce the overall bandwidth requirement for the ACT Aspire assessment and improves the online testing experience for the students), and assessed the readiness of your student testing workstations and your organization's connectivity using the System Check for TestNav tool (System Check is a web-based tool that allows technical administrators to perform a few simple tests to verify readiness for computer-based testing.) **Remember to purge the proctor**

**cache content from your last ACT Aspire administration and load the new content for this administration.**

Instructions can be found starting on page 18 in the Technical Readiness Manual. If these tasks have not been done, please do these asap.

- **Make sure that your tech coordinator has installed the TestNav App on each machine to be used for testing, by clicking the appropriate link on the ACT Aspire Landing Page Technology Set-Up page.** A training module called TestNav8 overview is available at <https://actaspire.tms.pearson.com/Account/Login?ReturnUrl=%2fModules%2fLaunch%3fmoduleId%3d11&moduleId=11>. A Technology Coordinator checklist is included in the Technology coordinator manual.

### Student Transfers

- Schools should use the Student Transfer process in the ASPIRE portal for students who transfer between two schools.
  - The new school should request to transfer students from the old school. The ASPIRE portal administrator from the student's old school should review and approve the transfer.
  - Detailed information on the Student Transfer process in the ASPIRE portal is included on pages 40 - 41 of the ASPIRE Portal User Guide (available on the Wisconsin ASPIRE AVOCET webpage.)
  - **Portal administrators must select the student tab on the top navigation bar in the ASPIRE portal, then select the student request queue, and approve/reject the requests that are pending asap. This step must be completed so as to allow new schools to establish the test sessions for these students.**

### Test Sessions

- In order to test your students, you must set up test sessions for them. According to a review within the ACT Aspire portal, it appears that test sessions have been set up for about half of the students. **You will not be able to test your students if you haven't set up the test sessions in the ACT Aspire Portal. Students who need accommodations must have a completed Personal Needs Profile (PNP) in the Portal before being placed in an online test session.**
- The Test Coordinator Manual - Test Session Setup (CBT) <http://avocet.pearson.com/WisconsinACTAspire/Home> on the Avocet webpage also includes information on setting up test sessions. Information on how to set up test sessions is also available in the following self-paced training videos within the (TMS) Training Management System <https://actaspire.tms.pearson.com>
  - Creating , Editing and Viewing Test Sessions (15 minutes)
  - Adding and Removing Students from Test Sessions (5 minutes)
  - Copying Test Sessions (6 minutes)

### Monitoring Dashboard

The Portal Monitoring dashboard option provides you status reports to help you track and monitor your sessions. Once you login the portal, you may access the monitoring reports by clicking on Summative tests ->Monitoring Dashboard.

- The Student-Test Assignment Widget gives a count of the number of students assigned to take each test subject, as well as students not yet assigned to any test.
- The Test Session Status Widget shows how many tests are currently in each test status, such as In Progress or Closed.
- The Student PNP Supports Distribution Widget shows usage data about different features and test attributes, and will display different data depending on what you select to see.
- the Student Session Status widget displays test sessions by type, either online or paper, and then breaks down what status the students are in within those sessions.

### Caution

Room Supervisors must never close a test session. **Test sessions should only be closed by Test Coordinators.** There were many requests last year for reinstatement because Room Supervisors were closing the test session at various times prior to the completion of testing by all students. We have had numerous cases of this both last fall and spring. Test Coordinators must communicate with each Aspire Room Supervisor and be sure they understand that **under no circumstances should room supervisors click on the button to close test sessions.** It is advisable to leave all Aspire test sessions open until the third week of May 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 for your contribution to a successful testing experience for Wisconsin students. As always we are available to help you with your questions and to make this a positive experience. Please contact:

Student Data

Phil Cranley

- Telephone: (608) 266-9798
- E-mail: [philip.cranley@dpi.wi.gov](mailto:philip.cranley@dpi.wi.gov)

Test Security Issues and Choice Program

Duane Dorn

- Telephone: (608) 267-1069
- E-mail: [duane.dorn@dpi.wi.gov](mailto:duane.dorn@dpi.wi.gov)

General Information and Policies

Viji Somasundaram

- Telephone: (608) 267-7268
- E-mail: [visalakshi.somasundaram@dpi.wi.gov](mailto:visalakshi.somasundaram@dpi.wi.gov).

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