A Letter from ACT to Wisconsin Schools:
In an effort to proactively help support Wisconsin, ACT and all who are involved with statewide assessments scheduled for March 1st and 2nd are keeping a close eye on the weather forecast. Please know that ACT has you and the winter weather safety of staff and students in mind as we prepare for the planned test events on March 1st and 2nd. ACT also wants to protect the integrity of test events that are able to be conducted on the same day in the state.

If, due to weather circumstances, a school has a late start or closing on either or both March 1st and March 2nd, the school (or district representative) should contact ACT each morning by phone at 1-800-553-6244 x2800. If the decision to have a late start or close the school is made on Monday afternoon, or Tuesday afternoon, the testing authority may contact ACT that afternoon. ACT's phone team will ask for the high school name, the name of the person who called to report the late start or closure, and ACT will record the information on a master list. The master list will be reviewed with DPI later in the day.

Schools that are unable to test on either or both March 1st or March 2nd due to weather circumstances, should plan to do two things after the phone call(s) is/are placed to ACT:

1. Submit an order for makeup test materials for the March 15th and/or March 16th test dates. Each school test coordinator will receive an email with instructions for how to submit a makeup order on Monday, February 29. It will be important that they open the email, read the instructions, and submit a materials order via the online system. The deadline to submit the order for makeup test materials for the ACT Plus Writing is Wednesday, March 2nd at 5:00pm, and the deadline for ACT WorkKeys is March 3 at 5:00pm.

2. Return all secure standard time test booklets and polymailers (the slick envelopes) that were delivered for the March 1st and/or March 2nd test date(s). As all are aware, a FedEx pickup is already scheduled for Thursday, March 3. If the school remains closed, FedEx will continue to attempt a pickup for two additional days. Again, the standard time test booklets need to be returned, along with the polymailers. All other test materials should be retained by the school and used for the makeup test date - particularly the answer documents. Accommodations test materials should be retained as well. Accommodations testing takes place over a two-week time period.

Most schools that are closed on March 1st and/or on March 2nd, due to weather circumstances, will begin to make arrangements to test as many of the standard time students as possible on the makeup test date scheduled for March 15th and/or March 16th.

Once ACT and DPI have an opportunity to collaborate on the scope of the school closings, additional messaging about future test dates will be provided to those who were closed on March 1st and/or March 2nd. Any additional test dates that are agreed upon will occur after March 15th. Therefore, schools that are closed due to weather circumstances on March 1st or March 2nd can work toward their own plan for March 15th and March 16th and await additional messaging for any events after that time.