

From: Somasundaram, Visalakshi DPI
Sent: Tuesday, October 20, 2015 1:12 PM
To: Wisconsin ACT General Updates
Subject: Statewide High School Assessment Updates

Dear educators:

Here are the biweekly updates for the ACT High School Assessments:

ACT Establishment window (October 12 - 23, 2015) closes in two days.

Establishment Process includes the following steps:

- District Assessment Coordinator assigns a test coordinator for each school and update the school addresses.
- Test Coordinator signs the Test Coordinator agreement, confirms participation and completes the establishment process.
 - Please note that ACT is not collecting the number of students who will be participating in Spring ACT at this time. Schools just confirm that they have eligible students who will be participating in the ACT and WorkKeys.
 - The only schools who identify themselves as **not participating should be the ones who have no students in the grade 11 or only students who will be taking the DLM assessment.**
- Establishment materials are available at <http://dpi.wi.gov/assessment/act>.
- ACT sent emails to all DACs and Test coordinators on October 8th and 11th regarding the Establishment process.
- DACs received “ACT Account Access: New Account” email from NoReplyTheACTOnline@act.org by Monday October 12th.

The following table from the ACT lists some common tasks DACs and/or Test Coordinators may perform in the Establishment Process system, and where you can find more information.

If you want to...	Then see this document...
View a test coordinator account	<i>School Establishment Guide</i>
Submit, review, or edit a school’s establishment information	<i>School Establishment Guide</i>
Edit a test coordinator’s contact information <i>Note: The test coordinator is not able to make these changes.</i>	<i>State and District User Guide</i>

Re-assign the test coordinator role for a school <i>Note: The test coordinator is not able to make these changes.</i>	<i>State and District User Guide</i>
Run a report to show the establishment status of all schools in your district	<i>State and District User Guide</i>

Next Steps:

- Once establishment information is submitted for a school, the assigned TC receives an email about accommodations for the ACT test
- The DPI ACT High school Assessments Accommodations web page <http://dpi.wi.gov/assessment/act/accommodations> is updated with accessibility related manuals, guides and informational videos.

Frequently Asked Questions:

A child in my family will be taking the ACT this spring. Am I allowed to assume the role of a test coordinator or a proctor?

You should not serve in a test coordinator role if you have relatives who will be taking the statewide ACT at any school within the state that year. As test coordinators have access to secure test materials, you should delegate the responsibility to another qualified colleague.

You could serve as a room supervisor or proctor during testing, but you should not be in the same testing room as the child related to you.

How can a new staff subscribe to receive these ACT High School Assessment biweekly updates?

A blank email message should be sent to join-actwisconsin@lists.dpi.wi.gov without subject line, to subscribe to actwisconsin listserv. This way they will receive all communications that will be sent to this group.

Important Days to Remember:

October	23: The ACT online Establishment information submission deadline
November	4: ACT Accommodations Q&A session - 1 <i>(more info to come)</i>
	10: ACT Accommodations Q&A session - 2 <i>(more info to come)</i>
	20: Deadline to submit requests for ACT-approved accommodations

December	2: Test Administration Q&A Training Session for the ACT and ACT WorkKeys
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Thanks,
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