

**From:** Roush, Margaret A. DPI  
**Sent:** Thursday, December 11, 2014 2:58 PM

### **ACT Aspire Fall Testing Reports Release**

Reports from the statewide fall administration of ACT Aspire will be available to schools through the ACT Aspire portal beginning on Friday, December 5<sup>th</sup>. **Please read this entire document for important information.**

- Access the data using your current ACT Aspire portal credentials. If you have forgotten your username or password, contact ACT Aspire directly. DPI cannot recover these credentials for you.
- The privacy of our students is protected by Federal law, State statutes and DPI policy. Take care to avoid disclosure of confidential information about small groups of students, so there is not any **direct** or **indirect** disclosure of an individual student.  
[http://wise.dpi.wi.gov/wisedash\\_redaction](http://wise.dpi.wi.gov/wisedash_redaction)
  - **DIRECT DISCLOSURE.** Reveals a student's identity and must be avoided by redacting the data when the number of students in the specific group is small.  
**For example,** if you are reporting data for Hispanic students in a school and there are a small number of Hispanics at the school please redact (mask) the data displayed.
  - **INDIRECT DISCLOSURE.** Reveals a student's identity based on secondary information and must be avoided by redacting the data when data from a larger group can reveal a small group of students.  
**For example,** when data are reported **BOTH** for all students in a group (example, students enrolled in grade 3) **AND FOR** a large subset of this group (example: students without disabilities in grade 3), leaving only a small subset (example: students with disabilities in grade 3) not reported. The data about larger groups are sometimes not reported to avoid possible indirect disclosure of confidential information about the smaller group.



Dear Test Coordinators,

We are pleased to announce the following reports will be available in the ACT Aspire Portal by **close of business today, 12/5** for users with Administrator and Test Coordinator permissions:

- Individual Student Reports (ISRs)
- Student Performance Files (SPFs)

The following reports will be available in the ACT Aspire Portal **next Friday, 12/12** for users with Administrator and Test Coordinator permissions:

- School/District Subject Proficiency by Grade Level
- School/District Subject Proficiency by Demographic Report
- School/District Subject Proficiency by School Report
- Group/Teacher Skill Proficiency
- Group/Teacher Subject Proficiency by Student

Please follow these steps to access your ISR and SPF files:

1. Log into the ACT Aspire Portal at [www.actaspire.org](http://www.actaspire.org).
2. Use the blue Organization selection button in the upper right-hand corner of your screen to select the District or School you would like to access.
3. Hover over the “Summative Tests” tab on the menu ribbon to activate a dropdown menu.
4. On the dropdown menu, select “View Summative Reports”.
5. You will see ISR and SPF options listed under the “Reports Type” column header. You may download these reports by selecting the blue download icon under the “Action” column header. (*Subject and Skill Proficiency reports will be visible on 12/12.*)
6. You may also select the blue “Create Report” icon to select and view a specific grade and subject html version of the ISRs and SPFs.

*(Please Note: These html versions of the ISRs are for online viewing only; they are not formatted for printing. To ensure report layout readability, please do not increase and decrease your browser font size while viewing html reports.)*

Please familiarize yourself with the following materials related to Reports on Avocet:

- *Accessing Summative Reports:* (<http://actaspire.avocet.pearson.com/actaspire/home#5653>)
- *Interpretive Guide for ACT Aspire Summative Reports:* (<http://actaspire.avocet.pearson.com/actaspire/home#5624>)
- *Understanding Your ACT Aspire Results (English):* (<http://actaspire.avocet.pearson.com/actaspire/home#5628>)
- *Understanding Your ACT Aspire Results (Spanish):* (<http://actaspire.avocet.pearson.com/actaspire/home#5676>)
- *Student Performance File Layout:* (<http://actaspire.avocet.pearson.com/actaspire/home#5603>)

Training videos may be found on the Training Management Systems (TMS) website under the purple “Reporting & Data Usage” header here: <https://actaspire.tms.pearson.com/>

For score interpretation questions, please contact [ACTAspireReports\\_Questions@ACTAspire.org](mailto:ACTAspireReports_Questions@ACTAspire.org). Please allow up to three business days for a response.

For general questions, please call toll-free [888-802-7502](tel:888-802-7502) or email at [ACTAspire\\_Implementation@ACTAspire.org](mailto:ACTAspire_Implementation@ACTAspire.org).

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