

From: Somasundaram, Visalakshi DPI
Sent: Tuesday, February 16, 2016 2:57 PM
To: ACT group
Subject: Statewide High School Assessment Updates - 2/16/2016

Dear educators:

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

ACT & WorkKeys

Secure Material Shipment

ACT will be shipping the Secure standard time and accommodations test materials to the test coordinators during next week (Feb 22-25.)

Please review the following FAQs regarding ACT testing staff and Secure materials:

Testing Staff	
Question	Answer
What are the restrictions for serving as a test coordinator (TC) if that person has a relative taking the ACT through a state or district administration?	If any staff member's relative or ward* at any school in the state or district will be testing, that staff member may not serve as the TC or have access to secure test materials. <i>*Relatives and wards include children, stepchildren, grandchildren, nieces, nephews, siblings, in-laws, spouses, and persons under staff member's guardianship.</i>
What are the restrictions for serving as a room supervisor or proctor if that person has a relative taking the ACT through State and District testing?	If an examinee is testing at a school where a relative or guardian is serving as a room supervisor or proctor, that examinee must not be assigned to test in a room where his or her relative or guardian is working. The relative or guardian must not have access to that examinee's answer document or test materials.
Specifically, what are the rules regarding coaches participating as part of the testing staff?	To protect athletic coaches and student-athletes from the appearance of a conflict of interest, an athletic coach: <ul style="list-style-type: none"> • may not have access to secure accommodations test materials before and after testing • may serve as a room supervisor, but may not supervise one-on-one testing for a student-athlete <p><i>Note: The policy applies to any head or assistant coach of any high school or college athletics, whether or not the sport is in season at the time of testing.</i></p>

Checklist Activities

During this week and the coming week, schools and districts should

- conduct room supervisor and proctor training for the ACT and ACT WorkKeys
- arrange to meet facility requirements at school or off-site location for the ACT and ACT WorkKeys and
- plan on conducting supervised ACT pretest sessions for all examinees

The test administration training modules are available at <http://www.act.org/aap/wisconsin/trained.html>.

Updating Page Number References in Your Manuals

ACT sent an email (from statetesting@act.org) on February 5 to all DACs and test coordinators, regarding incorrect page number references in ACT administration manuals, and how to quickly update them before conducting pretest sessions. These page numbers are part of the verbal instructions read to examinees using the *Taking the ACT* booklet during the pretest session. The *Correction Notice* is available at the following location: <http://www.act.org/aap/pdf/ACT-Manuals-Correction-2016.pdf>. ACT informed us that *the page number corrections only impact the pretest session and are not needed for test day administration.*

ACT ASPIRE

Checklist Activities

Student Data

- DPI staff will upload the student data file to the ASPIRE portal this week. The data file is based on the WSLs/ISES updates made by districts as of February 13, 2016.
- School/District staff should review and edit 9th and 10th grade student data files in the ACT Aspire Portal for accuracy during the window of **Feb 26 to March 18**.

Personal Needs Profile (PNP) - Accessibility Information Update

- All accommodations should be entered into Personal Needs Profiles (PNP) in the ACT Aspire Portal by **March 18th**.

Paper Based Testing

- **March 18th** is the deadline to order paper-based tests. **Only students who require Large Print, Braille, or American Sign Language accommodations are eligible to test with paper tests.**
- Students must have a completed PNP and be placed into paper-based test sessions.

ACT ASPIRE AVOCET Wisconsin Webpage:

- A Wisconsin specific AVOCET webpage <http://avocet.pearson.com/WisconsinACTAspire/Home> has been launched where manuals specific to the Spring ASPIRE assessment are housed to avoid any confusion with the periodical assessment. It is very important to access the manuals, checklists and additional information from the Wisconsin specific AVOCET page and not the general AVOCET webpage. The general AVOCET webpage may contain information that may not apply or may be incorrect with regards to the Wisconsin ASPIRE testing.

ACT ASPIRE trainings:

- You can find the Calendar of Events on the ASPIRE vendor webpage: Training and Manuals tab <http://actaspire.pearson.com/allresources.html>. ACT Aspire hosts webinars for districts and schools, and are available for registration now.
- Recorded ASPIRE training modules are also available at the DPI ACT Training webpage <http://dpi.wi.gov/assessment/act/trainings>.

Thanks,
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