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**Sent:** Friday, February 27, 2015 8:37 AM  
**To:** Wisconsin ACT General Updates  
**Subject:** [actwisconsin] Weather Contingency Plan for ACT/WorkKeys  
**Importance:** High

Friday, February 27, 2015  
8:30 AM

Please carefully read the document below from ACT regarding the contingency plan if schools cannot test on March 3<sup>rd</sup> (ACT Plus Writing) or March 4<sup>th</sup> (ACT WorkKeys) due to inclement weather. **This procedure applies only to schools closed or experiencing late-starts due to weather related concerns that would prevent the test from beginning by 9:00 AM as required on the day the respective test is to be administered. All other schools must test as originally planned.** Your cooperation is greatly appreciated. Some incomplete or inaccurate information was given by ACT Customer Service earlier this week to some Wisconsin schools and DPI thanks those schools who contacted DPI directly to bring this to our attention. This resolution was developed through cooperation between ACT and DPI and is being shared with Wisconsin schools as quickly as was possible. A pdf of the document is also attached for your convenience. As always, thank you for your continued support and the work you do for Wisconsin students and their families.

*Peggy*

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## **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 3<sup>rd</sup> and 4<sup>th</sup> 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 event on March 3<sup>rd</sup> and 4<sup>th</sup>. 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 is unable to test on either or both March 3<sup>rd</sup> and March 4<sup>th</sup>, the school (or district representative) should contact ACT each morning by phone at 1-800-553-6244 x2800. If the decision to close the school is made on Monday afternoon, or Tuesday afternoon, the testing authority may contact ACT on that afternoon. ACT's phone team will ask for the high school name, the name of the person who called to report the closure, and ACT will record the closure 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 3<sup>rd</sup> or March 4<sup>th</sup> 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 17<sup>th</sup> and/or March 18<sup>th</sup> test dates. Each school test coordinator will receive a link to an online order form, by email, on Monday, March 2<sup>nd</sup>. It will be important that

they open the email, click the link, and submit a materials order via the online system. The deadline to submit the order for makeup test materials is Wednesday, March 4<sup>th</sup>.

2. Return all secure standard time test booklets and polymailers (the slick envelopes) that were delivered for the March 3<sup>rd</sup> and/or March 4<sup>th</sup> test date(s). As all are aware, a FedEx pickup is already scheduled for Thursday. 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 3<sup>rd</sup> and/or on March 4<sup>th</sup>, 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 17<sup>th</sup> and/or March 18<sup>th</sup>.

Once ACT and DPI have a chance 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 3<sup>rd</sup> and/or March 4<sup>th</sup>. Any additional test dates that are agreed upon will occur after March 17<sup>th</sup>. Therefore, schools that are closed due to weather circumstances on March 3<sup>rd</sup> or March 4<sup>th</sup> can work toward their own plan for March 17<sup>th</sup> and March 18<sup>th</sup> and await additional messaging for any events after that time.