

From: Roush, Margaret A. DPI
Sent: Tuesday, May 12, 2015 1:52 PM
Subject: Please post: Aspire Updates and Reminders

5/12/2015

Good afternoon,

As you wrap up Aspire testing, this checklist may be useful to you. Please review each item carefully and check off as each task is completed. **Do not return this to DPI. It is an internal tool for your use only.** I hope you find this helpful.

Please be sure:

- All Wisconsin Student Numbers are correct in the portal. If they are not, use the edit feature in the student's profile in the Aspire portal to correct the WSN.
- You have requested transfers through the Aspire portal for all 9th and 10th grade students that have moved into your school this year. Schools are responsible for testing all students in 9th and 10th grades who are currently enrolled in their school during the Aspire window. **DPI is getting contacted by numerous schools that have students in their portal that have moved to other Wisconsin schools and transfers have not been requested.** Please be courteous to your colleagues and perform this necessary task as soon as possible.
- You have checked the Student Request Queue and have approved all transfer requests from schools for students who have moved out of your district this year. Again, your fellow Wisconsin schools are waiting for your action.
- You have requested any test invalidations within the portal with a complete explanation in the comments section.
- If you have requested a reinstatement, you have checked the Student Request Queue for the status of that request. If approved, you will need to create a new test session for that student, add them to the test session and test.
- You have reported all test security incidents to DPI. Forms can be found at: <http://oea.dpi.wi.gov/assessment/ACT/security>.
- You have deleted all students from the Aspire portal who are taking the alternate assessment, Dynamic Learning Maps, this spring.
- You have arranged for all students to have the opportunity to test, including make-ups.
- All test sessions are closed by the test coordinator at the end of the business day on Friday, May 22nd. Room supervisors do not close tests!
- All paper based tests are received by ACT Aspire no later than May 29th.

Regards,

Peggy Roush
College and Career Readiness Assessment Coordinator
Office of Student Assessment