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Sent: Tuesday, May 17, 2016 2:19 PM

To: ACT Group

Subject: Statewide High School Assessment Updates 5/17/2016 - Important ACT ASPIRE Test Window Closing Reminders

Dear educators:

The last day of the Aspire test window is Friday, May 27. After that time, schools **will no longer** be able to test students or make any modifications or changes within the portal. Here is a list of Spring 2016 ASPIRE testing close-out reminders.

Please make sure that:

- All 9th and 10th grade students have been tested.
- 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.
- All irregularities, comments, etc. have been entered in the portal prior to closing test sessions. You have requested any test invalidations within the portal with a complete explanation of why the request is being made including the name and phone number of a school person to contact if necessary.
- You have reported all test security incidents to DPI. Forms can be found at: <http://dpi.wi.gov/assessment/act/security>.
- All test sessions are closed by the test coordinator by 4:00 PM on Friday, May 27th. Room supervisors do not close tests! All paper based tests are received by ACT Aspire for scoring no later than June 3rd.

After testing, it is the room supervisor's or test coordinator's responsibility to sign in to the ACT Aspire portal and check the status of each student's test in the session you just concluded. If necessary, you can submit the student's test on behalf of the student, if the student did not already do so, by closing the test session in the ACT Aspire Portal following these steps:

- Finishing recording and submitting any irregularities that occurred during the test session. See the task about recording irregularities also found in the ACT Aspire *Portal User Guide*. To report irregularities, use the ACT Aspire Testing Irregularity Report. Close the test session according to the instructions in the ACT Aspire *Portal User Guide*. Be sure all students have completed testing or the allotted time has expired before closing the test session. Once test sessions are closed, they cannot be reopened.

Closing Test Sessions:

The last step is to close the test session by clicking the "In Progress" green button and selecting "Student Testing Complete" as highlighted below.

Test Session Details [Quick Guide ?](#)

Early High School Math
 Early High School Math Mode: Online
 PALMER HIGH SCHOOL
 Apr 11, 2016 - May 6, 2016 8:00 AM - 4:00 PM
 Created : May 02, 2016 02:49:41 PM
 Proctor Password

In Progress 0% Completed
 Student Testing Complete 0% (0 of 1)

Authorized Users (1)

Filter by Student Status: All Statuses

Show 30 students Search:

Student	Status	Answered/Total	Comments	Username	Password
<input type="checkbox"/> PALMER, REX A <small>DOB: 1/1/01 Grade 10 Student Id: 123000123</small>	<input checked="" type="radio"/> Ready	0 / 45	<input type="button" value="Comment"/>	PALM5621	HDZUNA

Showing 1 to 1 of 1 entries 1

[View Activity History](#)

Thank you for all your efforts in administering the ACT ASPIRE assessments.

Viji.

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