

From: Roush, Margaret A. DPI
Sent: Wednesday, May 20, 2015 10:35 AM
To: Wisconsin ACT General Updates
Subject: READ - Aspire Portal Closing Information

The Aspire portal will close at 7:00 PM on Friday, May 22nd. After that time, schools will no longer be able to test students or make any modifications or changes within the portal. There are no exceptions or extensions.

Please be sure:

- All eligible 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 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://oea.dpi.wi.gov/assessment/ACT/security>.
- All test sessions are closed by the test coordinator by 7:00 PM on Friday, May 22nd. Room supervisors do not close tests!**
- All paper based tests are received by ACT Aspire for scoring no later than May 29th.

Thank you for your efforts to make this a successful Aspire testing window. Enjoy your Memorial Day weekend!

Regards,
Peggy

Peggy Roush
College and Career Readiness Assessment Coordinator
Office of Student Assessment
Wisconsin Department of Public Instruction
608.266.5187 (phone)
608.267.8770 (fax)
margaret.roush@dpi.wi.gov

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