

**From:** Nicole.Braconier@dpi.wi.gov  
**Sent:** Wednesday, December 16, 2020 9:14 AM  
**To:** ACT list  
**Subject:** [actdac] WI Statewide ACT Assessment Update - December 16, 2020

Dear Educators,

As we prepare for the 2021 ACT the focus of test administration preparation at this time is submitting ACT accommodations/EL supports with documentation (IEP, 504 plan, or other supporting documents). Please submit requests in the Test Accessibility and Accommodations (TAA) System as soon as possible. **The deadline for these submissions is January 15.** This is a firm deadline. Late requests will only be accepted for the circumstances listed on the [Late Consideration Form](#) and only if the completed form is submitted with the request in TAA.

### **Test Coordinator Reminder Items:**

- Read the [Test Coordinator Information Manual](#) for information on preparing your testing facility.
- Choose testing staff using the guidelines in the Test Coordinator Info Manual. Remember - no staff with relatives taking the ACT state test anywhere in WI nor staff who are athletic coaches can serve as test coordinator or have access to secure test materials prior to test day.
- If you missed the accommodations, test administration part 1 or the online testing site readiness trainings, the recordings are available on the [DPI ACT Trainings page](#).
- [Register for Test Administration Training Webinar Part 2](#).
- Submit ACT accommodations and EL supports requests using the [TAA System](#) **by January 15. This is a firm deadline.**

### **The Life Cycle of an ACT Accommodations or EL Supports Request**

1. School submits accommodations request and supporting documentation for ACT into the TAA system by the **January 15 deadline**.
2. ACT reviews the request and documentation to verify (1) that the accommodation requested matches with the documentation and (2) the accommodation does not invalidate the construct of the test.
3. The school staff person who submitted the request will receive an email notification that a decision is available in TAA.
4. School staff person logs in to TAA to review the decision. If a request is not approved, the school can submit a request for reconsideration by the January 22 deadline.
5. ACT reviews the additional information, reconsiders the request, and provides an updated decision in TAA.
6. School staff person logs in to TAA to review the decision. If at this point, a student with a disability is not approved for a needed and documented accommodation, school staff contacts DPI OSA for assistance.

### **ACT English Learner Supports**

The following EL supports are available for a college reportable score:

- [Written test directions translated in 18 languages](#)
- [Use of approved word-to-word bilingual dictionary](#)
- Extended test time
- Testing in a small group environment

Submit requests for these supports with documentation into TAA just like an accommodations request.

## **Resource Spotlight**

[ACT Policy for Accommodations](#)

[Documentation ACT Policy for EL Supports](#)

[Documentation](#)

[Accommodations and EL Support Resources](#)

[List of Allowable Accessibility](#)

[Supports English Learner Supports](#)

[for ACT](#)

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Thank you for your contributions to a successful testing experience for all students.

Please contact the Office of Educational Accountability with any questions you might have: (608) 266-1075

Thank you

### **ACT Help Desk**

General: 800-553-6244, ext. 2800

Accommodations: 800-553-6244, ext. 1788; [actaccoms@act.org](mailto:actaccoms@act.org)

Aspire: 855-730-0400

<http://www.act.org/stateanddistrict/wisconsin>

### **General Information and Policies**

Nikki Braconier

608-266-1075

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<https://dpi.wi.gov/assessment/act>

### **Choice Program and Test Security**

Duane Dorn

608-267-1069

[duane.dorn@dpi.wi.gov](mailto:duane.dorn@dpi.wi.gov)

### **Student Data**

Phil Cranley

608-266-9798

[philip.cranley@dpi.wi.gov](mailto:philip.cranley@dpi.wi.gov)

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