

**From:** Dorn, Duane T. DPI <Duane.Dorn@dpi.wi.gov>  
**Sent:** Friday, February 14, 2020 1:54 PM  
**To:** ACT list  
**Subject:** WI Statewide ACT Assessments Update - Feb 14

Dear educators,

Please continue reading below for important information related to statewide ACT and Aspire testing.

## **ACT with writing**

### **Confidentiality Forms for ACT - Due February 19**

Each year, all DACs must submit confidentiality forms to the DPI Office of Student Assessment for each assessment. The ACT form is due to OSA by February 19. Please select only one option for question 9. All district and school staff members who have access to the test or reports (providing accommodations, setting up tests etc.) must also sign confidentiality forms. This also applies to CESA staff who have access to any testing materials or data. All forms can be found on [DPI's ACT Test Security webpage](#). Email completed DAC forms to [osamail@dpi.wi.gov](mailto:osamail@dpi.wi.gov). Retain all other forms at the school or district.

### **Emergency and Inclement Weather Policy**

Please review, print, and share the emergency and inclement weather plans for the ACT. This plan provides instructions to schools on what to do if school is delayed or closed on test day due to weather or another emergency.

- [ACT Emergency and Inclement Weather Plan](#)

### **ACT Accommodations Late Consideration Window - Deadline February 28**

- Late consideration of accommodations will be permitted through February 28 only for students who: (1) transfer to your school after January 17, (2) are newly classified as grade 11 after January 17, (3) have a sudden onset of a medical emergency after January 17, or (4) have been newly evaluated and diagnosed with a disability and started on new accommodations after January 17.
- You must include a completed [Late Consideration Form](#) with your request.
- If the student's former school submitted the accommodations request and it was approved, ACT will transfer the accommodations materials to your school's order once you add the student to PAnext.

### **What Do I Do For New Grade 11 Students Who Just Enrolled In My School?**

- Follow the Enroll process found on p. 15 of the [PearsonAccessNext User Guide](#).
- You must add new students to PAnext so they have an ACT student number. You'll need to use the ACT student number on the student answer document.
- Since new students will have been added to PAnext after January 17, you will not receive barcodes for them and will need to either use overage materials or place an additional order for more materials.
- When a student doesn't have a barcode, the school must follow the instructions in the test administration manual on how to prepare an answer document without a barcode.

## My Accommodated Materials Counts In PearsonAccessNext Are Incorrect For ACT. Why Is That?

- ACT accommodated materials counts will change as ACT reviews accommodations requests and applies TAA Pin numbers to PAnext for approved accommodations.

## Testing staff training session

- Remember to hold a training session with all testing staff (new and old) before test day.
- This is required and separate from the briefing session that happens on test day.
- Resources:
  - Pages 21-23 of the [Test Coordinator Information Manual](#)
  - Pages 14-15 of the [ACT Standard Time Test Administration Manual](#)
  - Pages 18-19 in the [ACT Accommodations Test Administration Manual](#)
  - Test Day Overview for ACT Room Supervisors

## ACT Pre-test sessions

- Schedule a session for examinees to complete the ACT non-test questions before test day. Examinees testing with accommodations/EL supports can complete the non-test questions in the same session as all other examinees.
- See the Test Administration Manuals for instructions. The manuals include verbal instructions for the non-test session.

## ACT Aspire Early High School

### Updated Schedule of Events

The [Wisconsin Aspire Schedule of Events](#) has been updated. Please dispose of any printed copies and print a new one. The window for importing the PNP file to assign accommodations for paper test sessions has been extended to March 6 and additional training opportunities have been added.

### Training Webinar Recordings Available

The Wisconsin Aspire Technical Readiness and Test Administration Part 1 Q&A Webinar recordings are now available on the [DPI ACT Aspire Trainings webpage](#).

### Additional Training Opportunities

ACT is hosting several optional training opportunities, specifically for Wisconsin in the months of February and March. In the chart below you will find the dates of the training, the format of the training, and which topics will be addressed. Please note that for the Interactive Question and Answer and Chat Hours, participants will have the opportunity to attend a hands-on session where they can use their computer, follow along with the presenter, walk through the steps themselves, and then ask questions at the end. While some topics may be a repeat, the interactive sessions take a deeper dive into the topics. Mark your calendar for these trainings and keep an eye open for an email from ACT with the registration links. If you are unable to attend, you can still register for the webinar and you will be sent a recording to view at your convenience.

Date	Time	Format	Topics
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<b>February 20</b>	10:30-11:30 am <a href="#">Registration: Test Administration Part 2</a>	Question and Answer Webinar	<ul style="list-style-type: none"> <li>• Personal Needs Profile and importing file</li> <li>• Receiving paper test materials</li> <li>• Preparing Test Sessions</li> <li>• Printing Authorization Tickets</li> <li>• Starting Test Sessions</li> <li>• Administering the Test</li> <li>• Post Test Clean Up</li> </ul>
<b>February 27</b>	12:00-1:00 pm <a href="#">Lunch Hour Chat</a>	Interactive Question and Answer and Chat Hour (Optional)	<ul style="list-style-type: none"> <li>• Personal Needs Profile and importing file</li> <li>• Printing Authorization Tickets</li> <li>• Last 30 minutes open forum</li> </ul>
<b>March 11</b>	12:00-1:00 pm <a href="#">Lunch Hour Chat</a>	Chat Hour (Optional)	There will be no specific topics covered; forum will be open to all system related questions.
<b>March 25</b>	12:00-1:00 pm <a href="#">Lunch Hour Chat</a>	Question and Answer and Chat Hour (Optional)	<ul style="list-style-type: none"> <li>• Administering the Test</li> <li>• Post Test Clean Up</li> <li>• Last 30 minutes open forum</li> </ul>

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

**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**

Duane Dorn

608-267-1069

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

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

**Student Data**

Phil Cranley  
608-266-9798  
[philip.cranley@dpi.wi.gov](mailto:philip.cranley@dpi.wi.gov)

*Wisconsin high school principals, district assessment coordinators, and ACT test coordinators received this email.*