

**From:** Dorn, Duane T. DPI <Duane.Dorn@dpi.wi.gov>  
**Sent:** Monday, March 16, 2020 12:28 PM  
**To:** ACTlist  
**Subject:** WI Statewide ACT Assessment Update - March 16, 2020

Dear educators,

Thank you to everyone for all your work with the administration of the ACT. Most schools were planning on administering the ACT for makeup testing on Tuesday, March 17. For those of you where your school is still open, you are free to complete testing. For those that have closed, we have additional guidance for shipping materials back to ACT.

### **Sites that are unable to test on the March 17 makeup date**

- FedEx has been pre-scheduled to pick up materials for all schools between March 18 and March 20. If your school building will remain open, you may utilize the pre-scheduled pickup option and return materials to FedEx via the normal process.
- If your school will not be accessible to FedEx, you should return the materials to a FedEx office and ship the materials back to ACT. The test coordinator who drops off the materials at the FedEx office should get a receipt from FedEx indicating that the materials were given to FedEx.
- If FedEx does not show up and there is not a FedEx location nearby, school staff should keep materials locked and secure until they return to school.
- The school test coordinator should indicate that they Did Not Test on the Makeup date in PAnext, per the following instructions.

#### **How to document that a school did not test on a given test date**

- 1 Select the organization from the drop-down at the top right side of the screen.
- 2 Select the **Setup** icon, then **Organizations**.
- 3 Select the box beside the school(s) you wish to update.
- 4 Select the drop-down on the **Start** button, then **Create/Edit Organizations**.
- 5 On the Create/Edit Organizations detail screen, select the following boxes
  - Did Not Test Any Makeup Standard Tests
  - Did Not Test Any Makeup Accommodations Tests
- 6 Select the Exit Tasks button to save the changes

### **For sites that do test on March 17**

- FedEx has been pre-scheduled to pick up materials for all schools between March 18 and March 20. If your school building will remain open, you may utilize the pre-scheduled pickup option and return materials to FedEx via the normal process.
- If your school will not be accessible to FedEx, you should return the materials to a FedEx office and ship the materials back to ACT. The test coordinator who drops off the materials at the FedEx office should get a receipt from FedEx indicating that the materials were given to FedEx.
- If FedEx does not show up and there is not a FedEx location nearby, the test coordinator should contact the ACT Help Desk to arrange for pickup as soon as possible.

### **Makeup Accommodations Window**

Several schools have contacted DPI about whether they should begin testing students who are scheduled to test with extended time during the accommodations testing window. If the school and student feel that they can complete the test by the end of Wednesday, they may test. If the school and student do not feel as if the student will be able to complete the entire test, they should refrain from testing.

----- 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

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**Student Data**

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