

From: Braconier, Nicole L. DPI <Nicole.Braconier@dpi.wi.gov>
Sent: Thursday, March 4, 2021 3:44 PM
Subject: WI Statewide ACT Assessment Update - March 4, 2021

Dear Educators,

Tuesday, March 9 will begin the first ACT testing window of spring 2021. Thank you to everyone for all your work in preparing to administer the assessment. Please see below for timely updates on preparing for the ACT as well as updates for Aspire testing.

ACT

Test Window One Dates

March 9 Paper Administration

March 9-12, 15-19 Paper Administration for Accommodations

March 9-11, 16-18 Online Testing (Standard and Online Accommodations)

Final Preparations for the Initial Test Window

- All testing staff must be trained before test day.
- Online testers and paper testers cannot be administered together.
 - If you have both paper and online testing the same day, make sure they are administered in separate rooms. Verbal instructions are different for each testing mode.
- Test books are specific to each test date. Do not hold on to test books from the first administration date to use for the makeup or emergency dates.
- ALL ACT-approved accommodations use accommodated materials and are specific to each window.
- Students with different timing codes cannot test together in the same room.
- For students absent on the initial test day, retain the answer document, return the test book, and order new test books for the make-up test day or test these students using the online format.
- Run a mock administration (online testing) prior to the start of the testing window.
- Prepare and pre-cache test sessions (online testing) starting March 6.

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](#)

Switching from Paper to Online Testing

If you have a student who is unable to complete paper testing and you would like them to test using the online format, please follow the [Switching from Paper to Online Testing](#) document for instructions on how to complete this process.

ACT Late Consideration Request Window

The late consideration request window for accommodations and supports will end **March 5**. Requests for reasons other than those listed in the [Late Consideration Request Form](#) will not be reviewed.

MyACT

Students can now register for a MyACT account with their student codes using MyACT.

- Students have two days after testing to complete registration
 - If students do not complete their MyACT registration, they can still test and will receive a score
- [MyACT FAQ Document](#)
- Additional MyACT resources and troubleshooting information can be found on the Wisconsin ACT Website.

Returning Materials

Pack the materials according to the instructions found on pages 29-35 in the [Test Coordinator Information Manual](#).

FedEx Pick-Ups

Testing material pick-ups are automatically scheduled by ACT. Late arriving answer documents will not be scored.

- March 9 paper testing - pick up **March 10**
- Paper Accommodation and Online Testing Materials –pick up **March 22**
- If you need to reschedule the FedEx pick up, call ACT at 800-553-6244, x2800

Non-Tested Students

If you have students on your roster who will not take the ACT during any of the three testing windows, you will need to mark those students as not tested in PAnext. Please follow the instructions outlined in the [How to Enter Not Tested Codes](#) document to complete this process.

Make-Up Testing

If for some reason your school (or student) was unable to test in the first test window, it is important for you to know all of your options when determining make-up testing opportunities:

Online Testing:

Online Testing may be utilized for all make-up testing, regardless of the initial mode of testing. Schools may use any remaining online testing dates within all three testing windows for make-ups. If you use online testing as a make-up for a missed paper date, you will need to change the test delivery format of the students to online. Please refer to the [Switching from Paper to Online Testing](#) document for instructions.

Note: Some accommodations will still require paper testing, take note of these students and order paper accommodation make-up materials if needed.

Paper Testing Only:

- Standard Administration: March 23 or April 13 (emergency)
- Paper Accommodations: March 23-26, 29-31 or April 13-16, 19-23 (emergency)
- Reference the [Schedule of Events](#) for deadlines on when to reorder testing materials for each testing date

Aspire

Testing Window: April 5-May 19

Accommodations:

Test Coordinators should complete the Personal Needs Profile (PNP) in the Aspire PANext portal for each student needing an accommodation or EL support for Aspire Spring 2021 testing. Instructions for completing the PNPs are outlined in the [Aspire Test Coordinator Manual](#).

All PNPs for paper testing must be entered by **March 5** to ensure barcodes are received and testing materials are shipped timely.

Technology Readiness

It is important that your test site meet the technical requirements *before* testing begins. Please review the [ACT Aspire Schedule of Events](#) for tasks and deadlines to complete for technical readiness. If you have not already done so, make sure to invite your district technology coordinator to both the [Aspire training website](#) and the live [production site](#). Use the resources under the [Configuration section](#) on the Wisconsin ACT Aspire Webpage to configure systems for Aspire testing.

Testing Hours:

Districts have the option to administer Aspire during the evening and on weekends. Districts do not need special permission for Aspire testing during extended hours. Please be aware that no help desk or technical support will be available from ACT or DPI during extended testing hours. DACs should have district/school technology staff and back-up plans in place prior to any test administration during extended hours. DPI encourages districts to review technology requirements and run a Mock Administration within the [Aspire Testing Training Website](#) prior to testing. Please see the [Configuration section](#) on the ACT Aspire webpage for site readiness resources.

Chat with an Expert Webinar

Register for the March 10, 2:30 pm, [Chat with an Expert webinar](#). The webinar will be recorded and posted to the [DPI Aspire Trainings webpage](#) for those who cannot attend the live session.

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

Aspire: 855-730-0400

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

General Information and Policies

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