

**From:** Braconier, Nicole L. DPI  
**Sent:** Monday, April 17, 2023 8:14 AM  
**To:** ACT and DAC listserv  
**Subject:** WI ACT Statewide Assessment Update - April 17, 2023

Dear Educators,

Thank you for administering the spring 2023 ACT assessment. Below are a few reminders for the final week of ACT testing. **Please forward this email to all ACT testing staff.**

### REMINDER - Final ACT Testing Days

**Any students who did not take the ACT in Test Window 1 or 2, will need to test during the final ACT test window (Test Window 3).** Paper testing has already concluded (non-accommodated). Schools may use online testing in place of paper testing for make-ups. Test online make-ups with any remaining online testing dates available throughout the testing window. Please review the [Switching from Paper to Online Testing](#) document for instructions.

### Remaining Testing Dates

- **April 17-21:** Paper accommodated testing.
- **April 18-20:** Online standard and accommodated testing.

Review [2023 ACT Schedule of Events](#) for all Test Window 3 tasks and deadlines.

### Entering Not Test Codes

Students who did not take the ACT during any of the three testing windows will need to be marked as “not tested” in PearsonAccess<sup>next</sup> (PAnext). Follow the instructions outlined in the [ACT Administration Supplement - Entering Not Tested Codes](#) to complete this process. The deadline to enter Not Test Codes is **April 28**.

### NEW - Importing Not Tested Codes

If you have a large number of Not Tested Codes to enter, you can upload them using the Student Registration Export. You must have the **Importer** role assigned in PearsonAccessnext to complete this process.

- 1.) Log into PAnext and select the high school profile you want to enter Not Tested Codes for.
- 2.) Then, go to **Setup>Import/Export Data**
- 3.) **Select Tasks> Check Import/Export Data>Start**



3.) Select **Student Registration Export** under Type and leave all other filters and selections. Then **Process**.

**ACT**  
Tasks for Importing and Exporting  
Import / Export Data

Type\*  
Student Registration Export

Test Status Filter  
assign testing

Include tests with Do Not Report

Process Reset

4.) Once file has been processed, **download and open file**.

5.) **Column S** is State Use Question (Not Tested Code). **Enter the single letter (A-H) that corresponds to the Not Tested Code** you want entered for each student.

Ex. B = PAR (Parent Opt-Out).

#	Question	Response
1	Select one option (A-H) that reflects the examinee's reason for not testing. This question should only be completed for students who did not test.	A. ALT = Participated in alternate assessment B. PAR = Opted out of ACT by a parent/guardian C. NLE = No Longer Enrolled - withdrew before ACT test dates D. SAE = Student absent ACT test dates/window E. SME = Significant Medical Emergency F. RAE = Recently Arrived EL student G. NET = Not enrolled in ACT tested grade (11) H. OTH = Not tested on ACT for another reason

**Note: Do not alter any other data field except Column S. Altering other data will cause errors in your data.**

6.) Once you have entered Not Tested Codes for each student, **save the file locally** with a name you can easily remember (ACT Student Registration Import\_ Not Tested Codes).

7.) Log back into PAnext, **Setup>Import/Export Data**

8.) **Select Tasks> Check Import/Export Data>Start**

9.) Now select **Student Registration Import** under Type, leave **DO NOT USE-ACT Use Only** unchecked. Click **Choose File** and select the file you saved locally with Not Tested Codes entered then **Process**.

## Tasks for Importing and Exporting

### Import / Export Data

Type\*  
Student Registration Import

DO NOT USE - ACT Use Only

File must be .csv or .txt

Choose File No file chosen

Process Reset

**Note:** The import process may take a few minutes to completed based on file size. You will receive a notification via email once the import has been processed.

10.) Once processed, you can verify the import was successful by reviewing the file details for any errors and/or by completing another **Student Registration Export**.

[DETAILS](#)

Complete  
Saved information for all records in the file.

#### File Information

Type	Student Registration Import	Organization	SAMPLE HIGH SCHOOL (0)
Name	test import.csv	User	amy.peters@act.org
Request Date	04/14/2023 10:49:18 AM	<a href="#">Download File</a>	
Total Records	1		
Successful Records	1		
Error Records	0		

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

**PreACT Secure Help Desk**  
877-789-2925

**General Information and Policies**  
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