

**From:** Braconier, Nicole L. DPI

**Sent:** Wednesday, December 11, 2024 8:50 AM

**To:** ACT and DAC listservs

**Subject:** WI ACT Statewide Assessment Update – December 11, 2024

Dear Educators,

All student requests for accommodations and/or English Learner supports for the ACT must be entered by **January 24, 2025**. **DPI strongly encourages schools to enter requests into the Test Accessibility and Accommodations System (TAA) now** to avoid delays and allow time for reconsideration if needed. Below are important reminders and resources for ACT's accommodation and supports request process. Please forward this email on to any additional applicable staff.

### **ACT Accommodations and Supports Overview**

ACT provides access to the ACT® test for individuals with disabilities and English Learners (EL) through appropriate, allowable accommodations or supports based on examinees' needs as outlined in students' education plans (i.e. IEP, 504, EL plan). All accommodations and EL supports needed by students must be requested and approved by ACT prior to testing. Use of accommodations or supports not approved by ACT will result in a misadministration and student scores will be voided.

### **Accessibility Support Types**

ACT offers the following four types of accessibility supports on the ACT:

- **Universal Supports** – available to all examinees
  - Does not require ACT Approval
- **Designated Supports** (local arrangements) – available to any examinee with a need
  - Does not require ACT Approval
- **English Learner Supports** – only available to examinees who are not proficient in English
  - A request must be submitted and approved by ACT
- **Accommodations** - only for examinees with disabilities as documented in an IEP, 504 plan, or similar accommodations plan/ documentation, as defined by the ADA.
  - A request must be submitted and approved by ACT

### **What Accommodation and Supports are Available on the ACT?**

All accommodation and supports available for the ACT are outlined in the [ACT Accessibility Supports Guide](#).

### **How to Request Accommodation and Supports for Students**

Accommodations and English Learner Supports for students must be requested through ACT's Test Accessibility and Accommodations system (TAA). Staff will access TAA by logging in to their [Success.ACT](#) account. District Assessment Coordinators (DACs) can assist staff with access to Success.ACT and TAA. Staff must have a signed [Consent To Release Information Form](#) before information is entered in TAA and shared with ACT.

Resources:

- [Test Accessibility and Accommodations \(TAA\) User Guide](#)
- [Requesting Accommodations and English Learner Supports](#) (tutorial)
- [How to Create an Account for TAA](#) (tutorial)

- [October 29 Accommodations Training Webinar](#) (recording)

**What Documentation is Required to be Submitted with the Request in TAA?**

Formal documentation outlining a student’s need for accommodations or English Learner supports must accompany all requests entered into TAA. Some examples of supporting documentation include:

- IEP/504 Plan
- Official Accommodations Plan
- English Learner Documentation
  - EL Proficiency Assessment Results (ACCESS testing)
  - Copy of student’s current schedule showing EL placement classes.

Resources:

- [Documentation Guidelines for Act Accommodation Requests](#)
- [Documentation Guidelines for ACT English Learner Support Requests](#)

**Important Dates**

TAA opened for the spring ACT test on September 16 and schools **should begin entering accommodation requests immediately to avoid delay**. Below are important accommodation deadlines for 2025. **Dates are subject to change**. Review the [Schedule of Events](#) often.

Task	Deadline
Submitting Accommodation Requests	January 24, 2025
Request Reconsideration	January 31, 2025
Request Qualified Exception to Deadline (Test Window 1)	March 7, 2025
Request Qualified Exception to Deadline (Test Windows 2 & 3)	March 14, 2025

**Additional Resources and Training**

- All accommodation resources can be found on the [Wisconsin ACT Webpage, Step 3](#)
- Training opportunities, including accommodation related Office Hours are available on the [DPI ACT Trainings webpage](#).

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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

**ACT Help Desk**

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

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

**General Information and Policies**

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