

From: Braconier, Nicole L. DPI
Sent: Thursday, February 1, 2024 9:16 AM
To: ACT and DAC listservs
Subject: WI PreACT Secure Statewide Assessment Update – February 1, 2024

Dear Educators,

Please review the below important information pertaining to the 2024 PreACT Secure assessment. **Forward this email to all applicable testing staff.**

PreACT Secure

Confidentiality Forms

DACS and all ACT/PreACT Secure testing staff must complete a DPI ACT/PreACT Secure Confidentiality Form each year. **DACs who have not completed their full set of assessment confidentiality forms for the 2023-24 school year must do so by March 1 and return by email to DPI.** All other testing staff forms should be signed and kept on file locally. Visit the [DPI Assessment Forms webpage](#) for all forms.

Student Roster Upload

PreACT Secure student rosters were loaded into [PearsonAccess^{next}](#) (PANext) on January 26. Schools can now begin verifying rosters. Verification of your roster should be completed prior to assigning students to test sessions. Testing staff should continue to update rosters and student demographic information as needed throughout the assessment window.

When verifying your student roster, you will want to:

- Verify all students are on your roster.
- Verify examinee demographic information is correct (name, grade).
- Change test delivery format for all paper accommodated testers– **Deadline: April 5**

Steps to Verifying Student Roster:

- 1.) Log into PANext under each high school profile (not district)
- 2.) Go to Setup>Students - you will see the list of your students
 - a. Confirm that all grade 9 &10 students in the school have been added.
 - Follow the **Add or Remove Students** process found in the [PearsonAccess^{next} User Guide](#) to enroll additional students.
 - Note: **Do not unenroll students from your roster.** Students who are enrolled and will not take the PreACT Secure should remain on your roster and a “Not Tested” code should be entered for those students at the end of the test window.
 - b. If need, make changes to student demographic information (name, grade)
 - Follow the steps outlined in the **Manage Examinee Information** section of the [PearsonAccess^{next} User Guide](#).
 - c. Change test delivery format for paper accommodated testers.
 - Follow the steps outlined in **Change an Examinees Delivery Format** section in the [PearsonAccess^{next} User Guide](#)

Accommodation and EL Supports

Accommodations and supports used on the PreACT Secure should be consistent with day-to-day instructional practices and outlined in a student's Formal Education/Language Plan.

Accommodation and English learner supports are entered directly into PearsonAccess^{next} (PAnext) and **do not require prior approval from ACT**.

Entering Accommodations and EL Supports:

Schools can now begin to enter student accessibility supports into PAnext. Accommodations may be added individually or can be imported as a group through an import process (new for 2024). **Accommodations must be entered before assigning a student to a test session.**

Use the following resources listed below to assist you with entering accommodations and supports:

- [Accessibility Supports Guide for the PreACT Secure](#)
- [Online Administration Manual -Testing with Accessibility Supports -](#) (p. 8)
 - **Note:** If using the import accommodations feature, first complete an export of the **Personal Needs Profile Export** (download). Use the export as a template, then follow instructions to import.
- [Accommodations and Supports Roster -PearsonAccessnext User Guide](#)

Reminders:

- All PreACT Secure accommodations testing is administered online except for Braille, Large Print, and Human Reader's Script.
 - For examinees testing with those accommodations, change their test mode to paper and place an order for paper materials. Order window opens February 26.
- Deadline to enter accommodations and order materials for paper testers is April 5.

Student Preparation -Practice Test

A paper practice test for the PreACT Secure is now available on the [Wisconsin PreACT Secure Webpage](#), (Step 4). It is available as a PDF that can be printed and distributed for students to become familiar with the content, format, and testing procedures of the assessment. An online version of the practice test is still in development and is expected to be released late February. Districts can still use the ACT online practice test to familiarize students with TestNav.

Office Hours

ACT and DPI will hold the first of two PreACT Secure Office Hours on Tuesday, February 6, 10:00am. Visit the [DPI PreACT Secure Training webpage](#) to register for this event and all future training opportunities

Note: This communication is distributed by a DPI listserv. **Responses sent directly to this email will not be received.** Please reach out to the contacts listed below for assistance. If you no longer wish to receive emails from our listserv, follow the instructions below to unsubscribe.

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

PreACT Secure Help Desk

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