

From: Braconier, Nicole L. DPI
Sent: Thursday, February 13, 2025 1:41 PM
To: DAC and ACT listservs
Subject: WI ACT Statewide Assessment Update – February 13, 2025

Dear Educators,

Please review the following information pertaining to test administration reminders for **ACT** testing.

2025 ACT Testing Resources:

- [Wisconsin ACT Website](#)
- [ACT Schedule of Events](#)
- [Training Webinars and Office Hours](#)
- [PearsonAccess^{next} Website](#) (PAnext)
- [PearsonAccess^{next} Training Website](#) (used for mock administration)

Test Materials:

Test Window 1 - Materials Arriving

ACT will begin shipping materials for Test Window 1 starting the week of February 17 and will continue to ship materials based on the shipping date selected in the Test Date Selection Survey. Instructions on how to track your shipment can be found in the [PearsonAccessnext User Guide](#) under the View Status and Shipment Information section.

Once materials have been received, follow the instructions outlined on page 27 of the [Test Coordinator Information Manual](#) to check in and secure your test materials. Run the [Accommodations and Supports Roster](#) in PearsonAccessnext to obtain a list of students with approved accommodations and required materials. If you are missing materials, please reach out to ACT immediately.

Note: See the Schedule of Events for Test Window 2 & 3 material delivery dates.

Ordering Additional Materials Deadline

The last day to order additional materials for Test Window 1 is **February 28**. Test Coordinators should:

- Verify all students are on their roster
- Verify all students received materials for testing.
- Order additional materials in PearsonAccess^{next} if needed.

Instructions on how to place an additional order for standard materials can be found in the [PearsonAccess^{next} User Guide for the ACT](#). Contact ACT Accommodations (800-553-6244 Ext. 1788) to order accommodated materials.

Note: See the Schedule of Events for Test Window 2 & 3 ordering materials deadlines.

Staff Access to Test Materials

Athletic coaches and staff with relatives testing on state test days, should not have access to secure materials prior to test day. For additional information on Staff Requirements, please see the [Test Coordinator Information Manual](#) (p.14).

Accommodations:

Qualified Exceptions to the Deadline

The final day to submit a Qualified Exception to the Deadline (late consideration) for Test Window 1 is **March 7**. A [Qualified Exception to Deadline Form](#) **must be completed and submitted** with all requests. Resources on how to enter accommodations can be found on the [Wisconsin ACT Website, Step 3 - Accommodation](#).

Online Testing:

Technical Readiness

Schools testing online should begin online site readiness tasks if not completed. Online site readiness resources are on the [Wisconsin ACT Website, Step 2 - Configuration, Complete Site Readiness for Online Testing](#). Proctor caching is no longer available for the ACT or PreACT Secure testing. It is very important for schools to perform a mock administration to ensure they have the technical capabilities to administer online testing successfully.

Note: The last day to switch from online to paper testing and to order paper materials is **February 28** for Test Window 1.

Testing Administration

The window to create test sessions in PAnext for Test Window 1 is now open. Test Coordinators should be actively creating and assigning students to sessions. Instructions on how to create test sessions and assign students to a test session can be found in the [Online Testing Administration Manual](#) (p. 38) and in the [Create and Assign Test Sessions Tutorial](#).

Note: See the Schedule of Events for dates to create test sessions for Test Window 2 & 3.

Preparing Staff:

Testing Staff Training Session

DACs or Test Coordinators are required to host a training session for all testing staff (new and experienced) prior to testing. This training is separate from the briefing session on test day. The following resources provide information that should be included in your training:

- [Test Coordinator Information Manual](#) (starting on page 21)
- [Standard Paper ACT Test Administration Manual](#) (starting on page 14)
- [Paper Accommodations ACT Test Administration Manual](#) (starting on page 16)
- [Online/Online Accommodations ACT Test Administration Manual](#) (starting on page 23)
- Additional training tutorials can be found on the [Wisconsin ACT Website](#)

Preparing Students:

MyACT Non-Testing Activities

MyACT materials arrive with your test materials shipment. Distribute one copy of the **Taking the ACT Test** booklet and an individualized **MyACT Non-Test Instructions** to students. Students must register and complete their MyACT account set-up no later than two days post testing. Resources to assist students with completing their MyACT account can be found on the [Wisconsin ACT Website, Step 4-Preparation, Complete Non-Test Activities](#).

Tracking Student MyACT Registrations

Test Coordinators can track status of students' MyACT registrations by running a Student Code Usage Report in PAnext (Reports>Published Reports>Student Code Usage Status). This report contains Yes or No to indicate students who have not used their Student Code or not completed their college choices.

The marker will change from No to Yes once the examinee's MyACT registration is created or updated. Information in this report will reflect activity prior to 5:00 p.m. central time the previous day.

Practice Tests

Free ACT practice tests and preparation materials can be found on the [DPI ACT Practice Tests and Sample Items webpage](#).

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

ACT Help Desk

General: 319-337-1590

Accommodations: 800-553-6244, ext. 1788 actaccoms@act.org
<http://www.act.org/stateanddistrict/wisconsin>

General Information and Policies

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