

From: Braconier, Nicole L. DPI
Sent: Thursday, February 15, 2024 9:38 AM
To: ACT/DAC listservs
Subject: WI ACT Statewide Assessment Update – February 15, 2024

Dear Educators,

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

Testing Resources:

- [Wisconsin ACT Website](#)
- [2024 ACT Schedule of Events](#)
- [Training for 2024 ACT](#)

Test Materials:

Test Window 1 - Materials Arriving

ACT began shipping materials for Test Window 1 this week of and will continue to ship materials based on the shipping date selected in PearsonAccess^{next} (PANext). 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 PANext to obtain a list of students with approved accommodations and required materials. **If you are missing materials, please reach out to ACT immediately.**

Test Window 1 - Ordering Additional Materials Deadline

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

- Verify all students received materials for testing.
- Verify receipt of [Online Testing Materials Return Kit](#) if testing online.
- 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.

Test Window 2 - Materials Arriving

Non-secure test materials for Test Window 2 will arrive the week of **February 26**. Secure test materials will arrive the week of **March 18**. Instructions for tracking your shipments can be found in [PearsonAccess^{next} User Guide](#). Follow the instructions outlined in Test Coordinator Information Manual to check in and secure materials. Reach out to ACT immediately if missing materials.

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:

Late Consideration for Accommodations - Deadline

The final day to submit a Qualified Exception to the Deadline (late consideration) for Test Window 1 is **March 8**. 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:

Tech Readiness

Districts testing online during Test Window 1, should have begun online site readiness tasks. Technical readiness resources are on the [Wisconsin ACT Website, Step 2 - Configuration, Complete Site Readiness for Online Testing](#).

Test Sessions

Test Coordinators should be actively creating and assigning students to test sessions in the [PearsonAccess^{next} ACT portal](#). Instructions on how to create test sessions and assign students to a test session can be found in the [Online Testing Administration Manual](#) (p. 39) and in the [Create and Assign Test Sessions Tutorial](#).

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

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](#).

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.

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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IMPORTANT: DPI is currently recruiting a diverse group of educators from all over Wisconsin to participate in several Educator Involvement Opportunities. More information about these opportunities, including how to apply, are available on the [ACT Educators Involvement webpage](#) and the [Forward Exam Educators Involvement webpage](#). **Please share this information with the educators in your district.**