

From: Braconier, Nicole L. DPI <Nicole.Braconier@dpi.wi.gov>
Sent: Friday, February 17, 2023 9:49 AM
To: ACT and DAC listerv
Subject: WI ACT Statewide Assessment Update - February 17, 2023

Dear Educators,

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

Testing Resources:

- [Wisconsin ACT Website](#)
- [2023 ACT Schedule of Events](#)
- [Training for 2023 ACT](#)

Test Materials:

Test Window 1 - Ordering Additional Materials Deadline

The last day to order additional materials for **Test Window 1** is **February 24**. 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

Test materials for Test Window 2 will arrive the week of February 20. You will receive a single shipment that includes both secure and non-secure test materials.

- Instructions for tracking your shipment can be found in [PearsonAccess^{next} User Guide](#).
- Check and secure materials as outlined on page 27 of the [Test Coordinator Information Manual](#).
- Run the [Accommodations and Supports Roster](#) to obtain a list of students with approved accommodations and required materials.
- If you are missing materials, please reach out to ACT immediately.

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.

Accommodations:

Late Consideration for Accommodations - Deadline

The final day to submit a Qualified Exception to the Deadline (late consideration) for accommodations is **March 3**. 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. Online site readiness resources are on the [Wisconsin ACT Website, Step 2 - Configuration, Complete Site Readiness for Online Testing](#).

Testing Administration

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](#) (page 38) 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 **February 24** 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 15)
- [Paper Accommodations ACT Test Administration Manual](#) (starting on page 15)
- [Online/Online Accommodations ACT Test Administration Manual](#) (starting on page 22)
- 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](#).

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

ACT Help Desk

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

General Information and Policies

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