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Sent: Wednesday, February 5, 2025 10:23 AM

To: DAC and ACT listservs

Subject: [actdac] WI PreACT Secure Statewide Assessment Update – February 5, 2025

Dear Educators,

Welcome to the start of the 2025 spring PreACT Secure assessment! Please review the following information pertaining to this year's assessment.

PreACT Secure

Testing Dates

Testing dates for the spring 2025 PreACT Secure administration are posted on the [PreACT Secure Calendar](#) Webpage and on the [Wisconsin PreACT Secure Website](#).

Schedule of Events

The 2025 [PreACT Secure Schedule of Events](#) (SOE) is posted to the Wisconsin PreACT Secure Website. **The SOE contains important tasks and deadlines for administering the PreACT Secure and should be reviewed often by all testing staff.**

PreACT Secure Portal in PearsonAccess^{next}

The 2025 PreACT Secure portal is now open. Testing staff will utilize the same [PearsonAccess^{next}](#) (PANext) test administration site and login credentials for both ACT and PreACT Secure testing. DACs should begin creating accounts and granting user access to testing staff.

Student Roster Upload

PreACT Secure student rosters are loaded into [PearsonAccess^{next}](#) (PANext). 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 4**

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 **Option 2** under 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. **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 17.
- Deadline to enter accommodations and order materials for paper testers is April 4.

Training Opportunities

DPI and ACT offer three Q&A webinar-based trainings and two Wisconsin specific Office Hours for the PreACT Secure assessment. All training events and registration links have been posted to the [DPI PreACT Secure Trainings webpage](#).

2025 Test Administration Resources

PreACT Secure testing administration resources are available on the [Wisconsin PreACT Secure webpage](#). Please disseminate these resources out to all testing staff.

- Schedule of Events (Important dates)
- Test Coordinator Checklist (Step 1)
- Technical Resources/Mock administration Guide (Step 2)
- PearsonAccess^{next} User Guide (Step 2)
- Administration manuals (Step 5)
- Test administration forms (Step 5)

Student Preparation -Practice Test

PreACT Secure practice tests are available on the [Wisconsin PreACT Secure Practice Tests webpage](#). Note: A link to the online practice test answer key can be found in the [Preparing for the PreACT Secure Guide](#) for students (page 11).

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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

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