

**From:** Nicole.Braconier@dpi.wi.gov  
**Sent:** Wednesday, March 13, 2024 1:53 PM  
**To:** DAC and ACT listservs  
**Subject:** WI PreACT Secure Statewide Assessment Update – March 13, 2024

Dear Educators,

The 2024 PreACT Secure test window opens on March 18. Below are important reminders before the start of testing. **Forward this email to all applicable testing staff.**

## PreACT Secure

### Administration

- **Test Window: March 18-April 26, 2026**
- [2024 PreACT Secure Schedule of Events](#)
- [Wisconsin PreACT Secure Website](#)
- [Test Coordinator Checklist](#)

### Testing Resources

All resources, manuals and guides to administer the PreACT Secure are located on the Wisconsin PreACT Secure Website. Below are the locations of a few common resources:

- Technical requirements and online site readiness materials – [Step 2](#)
- Accommodations and EL supports – [Step 3](#)
- Staff training and student preparation – [Step 4](#)
- Manuals, forms and supplements – [Step 5](#)

### Online Testing Site Readiness

Schools should be actively working with their technical coordinators on online site readiness tasks.

- Review [Technical Coordinator Site Readiness Checklist](#)
- **Run a [mock administration](#) prior to the start of the testing window.**
- Review the technical requirements for testing.
- Prepare and precache test sessions before testing.
- Call ACT Technical Support with any online testing issues: **319-337-1590**

**Note:** On February 23, ACT released **updates** to the ACT and PreACT Secure Technical Guides for Online Testing. Please check that the [Required Version of TestNav](#) has been downloaded and review the [Software Requirements for TestNav Section](#) prior to testing to ensure you have a compatible version of your Operating System.

### Staffing and Training

All testing staff must be trained before test day and a staff briefing session is to be held day of testing. Review **Staffing Requirements** outlined in the [PreACT Secure Test Coordinator Information Manual](#) (p.13) to ensure all designated test staff fit ACT policy.

### Test Sessions

Test Coordinators should be actively creating and assigning students to test sessions in the [PearsonAccessnext PreACT Secure 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. 18).

### **Accommodation and EL Supports**

Test Coordinators should be actively assigning accommodations and EL supports to students and ordering test materials for paper accommodated testers. See [Step 3 of the Wisconsin PreACT Secure Website](#) for accessibility support resources and the [PearsonAccess<sup>next</sup> User Guide](#) for ordering materials. Note: Accommodations **must** be entered before assigning a student to a test session.

### **Student Preparation-Practice Test**

An online and paper version of the PreACT Secure practice test can be found on the [Wisconsin PreACT Secure Webpage](#), (Step 4).

### **Office Hours**

Test Administration #2 webinar will be held on Tuesday, March 19 at 10:00am. Visit the [DPI PreACT Secure Training webpage](#) to register for this event and view recordings of previous trainings.

**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.

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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

### **PreACT Secure Help Desk**

877-789-2925 x 2

[preact@act.org](mailto:preact@act.org)

### **General Information and Policies**

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