

From: Braconier, Nicole L. DPI
Sent: Monday, March 20, 2023 12:52 PM
To: ACT and DAC listserv
Subject: WI PreACT Secure Statewide Assessment Update - March 20, 2023

Dear Educators,

Today is the start of PreACT Secure testing for spring 2023. Thank you to everyone for all your work in preparing for this assessment. Below are a few helpful tips and reminders for this year's administration.

Please forward this email to all PreACT Secure testing staff.

Administration

- PreACT Secure is a single battery assessment. Standard timed students must complete the entire test (all four subjects) in one sitting.
- Testing should begin by 9:00am and cannot start after 1:30pm. Schools who cannot start testing by 9:00 must complete an irregularity report.
- A school's entire student population does NOT need to be tested in a single test day. You can separate your testing population and test over multiple days.
 - All students must be tested by April 28th.

Resources:

PreACT Secure Manuals: [Step 5- Wisconsin PreACT Secure Webpage](#)
Testing Dates and Deadlines: [2023 PreACT Secure Schedule of Events](#)

Test Sessions

- Each student is **only assigned to a single test session**. They will test all four subjects in that single test session.
- One test session must be created for each testing room.
 - Each test room/session will only administer a single timing code. Multiple timing codes cannot be administered together.
 - Best practice: Name test sessions something that is easily identifiable for each Room Supervisor (Mrs. Smith 9th Grade Room 100). You cannot "assign" a test session to a specific person. Room Supervisors will see all test sessions in PearsonAccessnext and will select their test session on test day.
- One Room Supervisor must be assigned to each test session/room.
 - Test Coordinators need to assign a PearsonAccessnext account for each Room Supervisor.
- Room Supervisors will log into PearsonAccessnext on test day, select their assigned test session, and monitor their students in PearsonAccessnext while testing.

Resources:

Creating Test Sessions: [PreACT Secure Online Administration Manual](#) (pg. 17)
Creating PearsonAccessnext User Accounts: [PearsonAccessnext User Guide for PreACT Secure](#)

Student Authorization Tickets

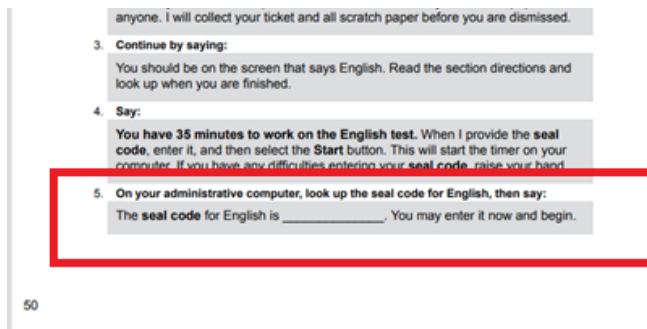
- Each student will receive **one** student authorization ticket that they will use to log into TestNav to complete the entire PreACT Secure test (all four subjects).
- Students will move from one subject test to the next with the use of seal codes (see below)
- Student authorization tickets can be printed individually or in bulk.
- If a student is removed from a test session for any reason, you must reprint the student authorization ticket.

Resource:

Printing Student Authorization Tickets: [PreACT Secure Test Coordinator Information Manual](#) (pg. 27)

Seal Codes

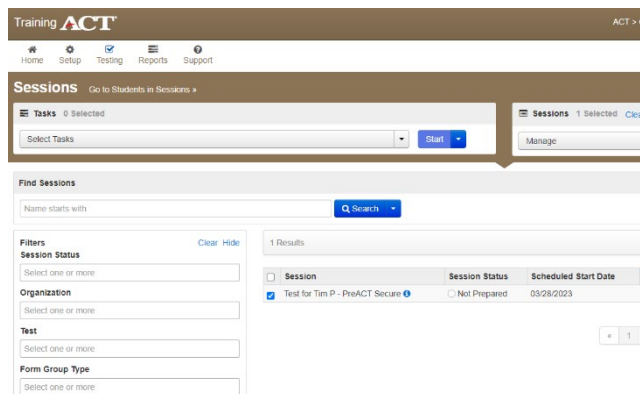
- Seal Codes are used by the Room Supervisor to move students from one subject test to another and are outlined in the Room Supervisor verbal instructions.



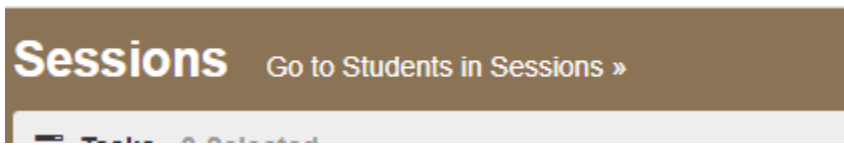
- Seal Codes are unique to each test session and subject test.
- Room Supervisors will access seal codes on test day in PearsonAccessnext.
- Seal codes do not need to be printed. If printed, they need to be securely stored.

Retrieving Seal Codes

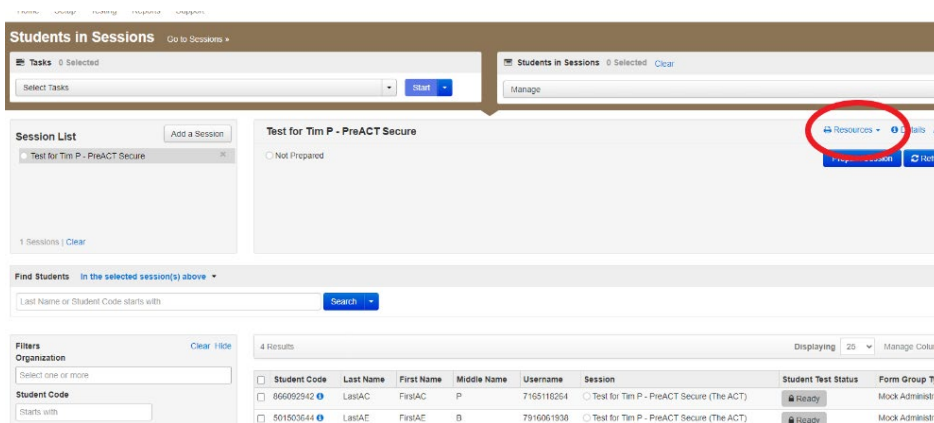
1.) Select a test session
(Testing>Test Session)



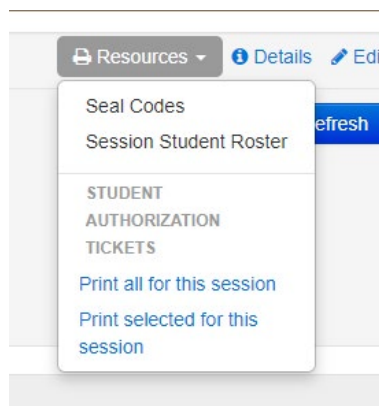
2.) Then select “Go To Students in Sessions”



3.) On the Students in Sessions Screen, there will be a “Resource” hyperlink on the right-hand side of the page.



4.) Click on the drop-down arrow to access Seal Codes



Seal Codes

Session Name

Test

Start Date

Location

Seal Codes are needed to unlock sections of a test. When a test section is sealed, students cannot proceed into the sealed section of the test.

Each sealed section requires a different Seal Code

The number of Seal Codes you will use is determined by the number of sealed sections in the test. You must use the Seal Codes in the exact order in which they are listed below. Use the first Seal Code on the first section of the test, the second (if applicable) on the second section of the test, and so on.

Allow Access to **Section 1: English**, by providing the Seal Code:

0207

Allow Access to **Section 2: Mathematics**, by providing the Seal Code:

1699

Allow Access to **Section 3: Reading**, by providing the Seal Code:

4437

Allow Access to **Section 4: Science**, by providing the Seal Code:

6495

Resource:

Retrieve Seal Codes: [Online Test Coordinator Manual](#) (pg. 33)

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

PreACT Secure Help Desk

877-789-2925

General Information and Policies

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