

From: Braconier, Nicole L. DPI
Sent: Friday, March 3, 2023 9:50 AM
To: ACT and DAC listserv
Subject: WI ACT Statewide Assessment Update - March 3, 2023

Dear Educators,

Tuesday, March 7 will begin the first ACT testing window of spring 2023. Thank you to everyone for all your work in preparing to administer the assessment. Please see below for timely updates on preparing for the ACT.

ACT

Test Window 1 Dates

March 7: Paper Administration

March 7-10, 13-17: Paper Administration for Accommodations

March 7-9, 14-16: Online Testing (Standard and Online Accommodations)

Reminder: Online testing can only be administered Tuesday-Thursday. Testing outside of these days will be a misadministration.

Testing Reminders for Test Window 1

Staffing and Training:

- All testing staff must be trained before test day.
- A staff briefing session is to be held day of testing
- Review **Staffing Requirements** outlined in the administration manuals to ensure all designated test staff fit ACT policy.

Test Materials/Administration:

- Test materials are specific to each test date/window.
- ALL ACT approved accommodations/EL supports use accommodated materials that are specific to each window. You **must** test with the accommodated materials shipped for your students.
- Students with different timing codes **cannot** test together in the same room.
- Online testers and paper testers **cannot** be administered together. This will result in a misadministration.
 - If you have both paper and online testing the same day, make sure they are administered in separate rooms. Verbal instructions are different for each testing mode.

Online Testing:

- Testing sessions should be created and all students assigned to test sessions.
- Prepare and precache test sessions starting March 3.
- Run a mock administration prior to the start of the testing window.
- Call ACT Technical Support with any online testing issues: **319-337-1590**

Student MyACT Registration:

Students must complete their MyACT account registration no later than two days post testing. If students do not complete their registration, they may still test but will not receive

scores electronically or be able to send their scores to colleges for free. Run the Student Code Usage Report in PAnext (Reports>Published Reports) to monitor registration status. Resources to assist students with completing their MyACT account can be found on the [Wisconsin ACT Website, Step 4-Preparation, Complete Non-Test Activities](#).

Emergency and Inclement Weather Policy:

Please review, print, and share the [ACT Emergency and Inclement Weather Policy](#). This plan provides instructions to schools on what to do if school is delayed or closed on test day due to weather or another emergency.

ACT Accommodation Supports Late Consideration

The late consideration request window for accommodations and supports will end today, **March 3**. Requests for reasons other than those listed in the [Qualified Exception to the Deadline](#) form will not be reviewed. A completed Qualified Exception to the Deadline form must accompany your request.

Post Testing Reminders for Test Window 1

Returning Materials:

Pack the materials according to the instructions found on pages 30-36 in the [Test Coordinator Information Manual](#) (paper) and pages 34-37 of the [Online Test Administration Manual](#). **Do not keep secure test materials. Use of secure test materials from previous test windows will result in a misadministration.**

FedEx Pickups:

Testing material pickups are automatically scheduled by ACT. Late arriving answer documents will not be scored.

- March 7 paper testing – pickup, March 8
- Paper accommodation and online test materials –pickup, March 20
- If your materials are not picked up within two business days of pickup date, or you need to reschedule the pick-up, call ACT at 319-337-1590

Online Testing:

Schools must purge cached test content from all proctor caching computers by March 16.

Preparing for Test Window 2/Make-up Testing

- **Paper standard make-up testing will be held on Tuesday, March 21 and April 11.** Please see the [2023 ACT Schedule of Events](#) for all additional paper accommodated and online make-up testing windows.
- Order new materials and/online testing return kits for make-up testers by the deadlines outlined in the 2023 ACT Schedule of Events. **Deadline to order materials for Test Window 2 is March 10.**
- Schools may use online testing in place of paper testing for make-ups. Test online make-ups with any remaining online testing dates available throughout the testing windows.
- Instructions on how to switch students from paper testing to online testing is outline in the [Switching from Paper to Online Testing](#) document.
- Schools can create new test sessions for Test Window 2 starting March 15.

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

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

Nikki Braconier
608-266-1075
nicole.braconier@dpi.wi.gov
<https://dpi.wi.gov/assessment/act>

Choice Program and Test Security

Duane Dorn
608-267-1069
duane.dorn@dpi.wi.gov

Student Data

Phil Cranley
608-266-9798
philip.cranley@dpi.wi.gov