

From: Braconier, Nicole L. DPI
Sent: Monday, March 3, 2025 8:15 AM
To: ACT and DAC listservs
Subject: WI ACT Statewide Assessment Update – March 3, 2025

Dear Educators,

Tuesday, March 11 will begin the first ACT testing window of spring 2025. 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.

Preparing for Testing Reminders: ACT Test Window 1

Test Window 1 Dates:

March 11: Paper Standard Administration

March 11-14, 17-21: Paper Administration for Accommodations

March 11-14, 17-21: Online Testing (Standard and Online Accommodations)

Resource:

- [ACT 2025 Schedule of Events](#)

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.

Resource:

- [Wisconsin ACT Website: Step 5- Administer the Test](#) (Test Coordinator and administration manuals)

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.
- Prepare all testing rooms in accordance with ACT's Test Facility Requirements
- Review and abide by all Test Administration Policies outlined in manuals

Resource:

- [Wisconsin ACT Website: Step 5- Administer the Test](#) (manuals, forms, supplements)

Online Testing:

- Review all technical requirements and guidelines
- Run a mock administration prior to the start of the testing window.
- Testing sessions should be created, and all students assigned to test sessions.
- Prepare test sessions starting March 7.
- Call ACT Technical Support with any online testing issues: **319-337-1590**

Resources:

- [Wisconsin ACT Website: Step 2 -Complete Site Readiness for Online Testing](#) (technical resources)
- [Wisconsin ACT Website: Step 4 -Create Online Test Sessions](#) (manuals/tutorials)

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:

- [Wisconsin ACT Website, Step 4-Complete Non-Test Activities](#) (MyACT guides and tutorials)

Accommodations: Pre-Recorded Audio Hyperlinks (paper testing)

ACT began emailing Test Window 1 pre-recorded audio hyperlinks and instructions to **Test Coordinators** on Monday, March 3. If you do not receive an email by Thursday, March 6, please reach out to ACT Accommodations at 800-553-6244, ext. 1788. Please see [ACT's Pre-Recorded Audio Guidelines](#) for further information.

Post Testing Reminders: Test Window 1

Returning Paper Testing Materials:

Pack and return materials according to the instructions found on pages 30-36 in the [Test Coordinator Information Manual](#).

Paper Test Materials Pickups:

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

- March 11 paper testing – pickup, March 12
- Paper accommodation and online test materials –pickup, March 24
- 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 Materials:

New for 2025 -Online test materials will no longer be returned to ACT. Schools are required to upload all test room seating diagrams into Pearson Access^{next} and destroy secure test materials after testing. Once testing is complete, follow the instructions outlined in the Collecting and Securely Destroying Materials After Testing section (p. 35-37) in the [Online Administration Manual for complete instructions](#).

Preparing for Test Window 2/Make-up Testing

- **Paper standard make-up testing will be held on Tuesday, March 25 and April 8.** Please see the [2025 ACT Schedule of Events](#) (SOE) for all additional paper accommodated and online make-up testing windows.
- Order make-up/additional materials by the deadlines outlined in the SOE. **Deadline to order materials for Test Window 2 is March 14.**
- 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 outlined in the [Switching from Paper to Online Testing](#) document.

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.

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

ACT Help Desk

General: 319-337-1590

Accommodations: 800-553-6244, ext. 1788 actaccoms@act.org

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

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