

**From:** Nicole.Braconier@dpi.wi.gov  
**Sent:** Wednesday, March 6, 2024 1:31 PM  
**To:** ACT DAC listserv  
**Subject:** [actdac] WI ACT Statewide Assessment Update – March 6, 2024

Dear Educators,

Tuesday, March 12 will begin the first ACT testing window of spring 2024. Thank you for your hard work in preparing to administer the assessment. Please see below for timely updates on ACT testing.

## **ACT**

### **Test Window 1 Dates**

March 12: Paper Standard Administration

March 12-15, 18-22: Paper Administration for Accommodations

March 12-15, 18-22: Online Testing (Standard and Online Accommodations)

### **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.
- Review the [ACT Emergency and Inclement Weather Policy](#).

Online Testing:

- Testing sessions should be created, and all students assigned to test sessions.
- Prepare and precache test sessions starting March 8.
- Run a mock administration prior to the start of the testing window.
- 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.

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](#).

### **Post Testing Reminders for Test Window 1**

Returning Materials:

Pack and return materials according to the instructions found on pages 30-36 in the [Test Coordinator Information Manual](#) (paper) and pages 35-38 of the [Online Test Administration Manual](#).

FedEx Pickups:

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

- March 12 paper testing – pickup, March 13
- Paper accommodation and online test materials –pickup, March 25
- 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 22.

### **Preparing for Test Window 2/Make-up Testing**

- **Paper standard make-up testing will be held on Tuesday, March 26 and April 9.** Please see the [2024 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 2024 ACT Schedule of Events. **Deadline to order materials for Test Window 2 is March 15.**
- 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.
- Schools can create test sessions for Test Window 2 starting March 20.

**Please disseminate this email out to all applicable testing staff.**

**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.

**ACT Help Desk**

General: 319-337-1590

Accommodations: 800-553-6244, ext. 1788 [actaccoms@act.org](mailto:actaccoms@act.org)  
<http://www.act.org/stateanddistrict/wisconsin>

### **General Information and Policies**

Nikki Braconier  
608-266-1075  
[nicole.braconier@dpi.wi.gov](mailto: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](mailto:duane.dorn@dpi.wi.gov)

### **Student Data**

Phil Cranley  
608-266-9798  
[philip.cranley@dpi.wi.gov](mailto:philip.cranley@dpi.wi.gov)

**IMPORTANT:** DPI is currently recruiting a diverse group of educators from all over Wisconsin to participate in several Educator Involvement Opportunities. More information about these opportunities, including how to apply, are available on the [ACT Educators Involvement webpage](#) and the [Forward Exam Educators Involvement webpage](#). **Please share this information with the educators in your district.**