

**From:** Nicole.Braconier@dpi.wi.gov  
**Sent:** Monday, April 3, 2023, 1:40 PM  
**To:** ACT and DAC listserv  
**Subject:** WI PreACT Secure Statewide Assessment Update - April 3, 2023

Dear Educators,

Thank you for all your work in preparing and administering the PreACT Secure. Below are a few helpful tips and reminders for this year's administration. **Please forward this email to all PreACT Secure testing staff.**

### **PreACT Secure Test Window**

March 20-April 28, 2023

### **Order Paper Test Materials - Deadline**

The last day to order paper accommodated test materials for PreACT Secure testing is **Friday, April 7**. Instructions on how to order materials are outlined in the [PearsonAccessnext User Guide](#). Place orders early and allow up to two weeks for materials to arrive.

### **Reminders:**

#### **Tips for PreACT Secure Test Administration**

Preparation:

- All testing resources, manuals and test administration forms can be found on the [Wisconsin PreACT Secure webpage](#).
- **Prepare for online testing by reviewing all technical requirements, [running a Mock Administration](#) and reviewing the [ACT and PreACT Secure Technical Tips guide](#).**
- All testing staff should read and review all administration manuals.
- Train all testing staff and conduct a test day briefing session ([Test Coordinator Manual](#), p. 20).
- All Room Supervisors need to have a PearsonAccess<sup>next</sup> account created to monitor their test sessions.
- **No test materials will be shipped to you for online testing.**

During and After Testing:

- Complete all test administration forms for each testing room (online and paper testing). **Do not return these forms to ACT.** Retain onsite for one year then securely destroy.
- Enter any test irregularity reports into PearsonAccess<sup>next</sup> (paper and online testing). [Online Administration Manual](#) (p. 28).
- Prepare and return all **paper accommodated secure materials** to ACT (p. 33 of [Test Coordinator Manual](#)).

### **State Use Questions**

In the room supervisor verbal instructions, ([PreACT Secure Online Administration Manual](#), p. 48, #15-16) there is a reference to state use questions. There are no state use questions that students need to complete for Wisconsin. Room supervisors should tell students to skip over these questions.

**Test Sessions and Seal Codes**

The PreACT Secure is administered in a single sitting/battery. When creating test sessions for students, assign each student to a **single** test session. Students will move from one subject test to the next through the use of seal codes, which are verbally given out by Room Supervisors during testing. For more information on creating test sessions and the use of seal codes, please refer to the [WI PreACT Secure Statewide Assessment Update Email](#) (March 20, 2023) and the PreACT Secure administration manuals.

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

**PreACT Secure Help Desk**

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**General Information and Policies**

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