

From: Braconier, Nicole L. DPI
Sent: Wednesday, April 3, 2024 8:58 AM
To: ACT/DAC listservs
Subject: WI ACT Statewide Assessment Update – April 3, 2024

Dear Educators,

Thank you for administering the spring 2024 ACT assessment. Below are a few reminders for the final test window of ACT testing. **Please forward this email to all ACT testing staff.**

Final Test Window

Any students who did not take the ACT in Test Window 1 or 2, will need to test during the final ACT test window (Test Window 3). Tuesday, April 9 will be the final ACT paper standard time testing date for the spring 2024 ACT administration. 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. Please review the [Switching from Paper to Online Testing](#) document for instructions.

Test Window 3 Dates

- April 9: Paper standard testing.
- April 9-12, 15-19: Paper accommodated testing.
- April 9-12, 15-19: Online standard and accommodated testing.
- Student MyACT account registrations must be completed within two days post testing.
- Review the [2024 ACT Schedule of Events](#) for all Test Window 3 tasks and deadlines.

Student Scores

Students' scores are received 5-8 weeks post testing. Scores will be sent electronically to their MyACT accounts and a paper copy will be sent to their home address. Schools will see scores filter into [Success.ACT](#) within one week of students receiving scores in MyACT and receive a hard copy of the students' reports to retain as record.

Note: ACT tests are scored in batches and not all student scores may be received at the same time. If a student has not received a score after eight weeks, then contact ACT directly.

ACT/PreACT Secure Office Hour

The final Office Hour for spring 2024 will be held on Wednesday, April 10, 10:00am. This session will be combined with PreACT Secure and will go over Success.ACT, ACT's online reporting platform. Visit the [DPI ACT Trainings webpage](#) for the link and recordings of all additional training webinars.

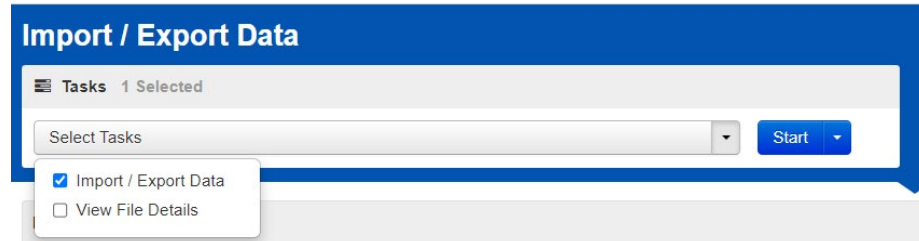
Entering Not Test Codes

Students who did not take the ACT during any of the three testing windows will need to be marked as "not tested" in PearsonAccess^{next} (PAnext). Follow the instructions outlined in the [ACT Administration Supplement - Entering Not Tested Codes](#) to complete this process. The deadline to enter Not Test Codes is **April 26**.

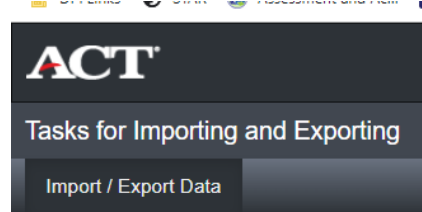
Importing Not Tested Codes

If you have a large number of Not Tested Codes to enter, you can upload them using the Student Registration Export. You must have the **Importer** role assigned in PearsonAccessnext to complete this process.

- 1.) Log into PAnext and select the high school profile you want to enter Not Tested Codes for.
- 2.) Then, go to **Setup>Import/Export Data**
- 3.) **Select Tasks> Check Import/Export Data>Start**



- 3.) Select **Student Registration Export** under Type and leave all other filters and selections. Then Process.



Type*

Student Registration Export

Test Status Filter

assign testing

Include tests with Do Not Report

Process Reset

- 4.) Once file has been processed, **download and open file.**
- 5.) **Column S** is State Use Question (Not Tested Code). **Enter the single letter (A-H) that corresponds to the Not Tested Code** you want entered for each student.

Ex. B = PAR (Parent Opt-Out).

#	Question	Response
1	Select one option (A-H) that reflects the examinee's reason for not testing. This question should only be completed for students who did not test.	<p>A. ALT = Participated in alternate assessment</p> <p>B. PAR = Opted out of ACT by a parent/guardian</p> <p>C. NLE = No Longer Enrolled - withdrew before ACT test dates</p> <p>D. SAE = Student absent ACT test dates/window</p> <p>E. SME = Significant Medical Emergency</p> <p>F. RAE = Recently Arrived EL student</p> <p>G. NET = Not enrolled in ACT tested grade (11)</p> <p>H. OTH = Not tested on ACT for another reason</p>

Note: Do not alter any other data field except Column S. Altering other data will cause errors in your data.

- 6.) Once you have entered Not Tested Codes for each student, **save the file locally** with a name you can easily remember (ACT Student Registration Import_ Not Tested Codes).
- 7.) Log back into PAnext, **Setup>Import/Export Data**
- 8.) **Select Tasks> Check Import/Export Data>Start**
- 9.) Now select **Student Registration Import** under Type, leave **DO NOT USE-ACT Use Only** unchecked. Click **Choose File** and select the file you saved locally with Not Tested Codes entered then **Process**.

Tasks for Importing and Exporting

Import / Export Data

Type*

Student Registration Import

DO NOT USE - ACT Use Only

File must be .csv or .txt

Choose File No file chosen

Process Reset

Note: The import process may take a few minutes to completed based on file size. You will receive a notification via email once the import has been processed.

- 10.) Once processed, you can verify the import was successful by reviewing the file details for any errors and/or by completing another **Student Registration Export**.

[DETAILS](#)

Complete

Saved information for all records in the file.

File Information

Type
Student Registration Import

Name
test import.csv

Request Date
04/14/2023 10:49:18 AM

Organization
SAMPLE HIGH SCHOOL (0)

User
amy.peters@act.org

[Download File](#)

Total Records
1

Successful Records
1

Error Records
0

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>

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

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.**