

From: Dorn, Duane T. DPI <Duane.Dorn@dpi.wi.gov>
Sent: Thursday, November 21, 2019 2:24 PM
To: ACT list
Subject: WI Statewide ACT Assessments Update - Nov. 21

Dear Educators,

There are two main activities school test coordinators must complete at this time to prepare for ACT with writing testing: (1) Manage participation and (2) Submit documentation to request accommodations and EL supports. Please read on for details about these activities. Clicking the links will take you to step-by-step instructions or additional resources to assist you in completing the task.

Test Coordinator Action Items:

- [Manage Participation](#) (choose test dates and shipping dates) in [PearsonAccessNext](#) for the ACT by **November 29** (please note that paper and pencil testing is the only option available in Wisconsin. The online option is not applicable for the Wisconsin statewide administration).
- Submit ACT accommodations requests using the [TAA System](#).
- Read the [Test Coordinator Information Manual](#).
- If you missed the live ACT Accommodations training webinar, the recording is available to view on the DPI ACT Trainings page at [ACT Accommodations Training Webinar](#).
- Register for ACT Test Administration #1: December 5, 10:30-11:30am, [registration link](#).
- Register for ACT Test Administration #2: January 23, 10:30-11:30am, [registration link](#).

ACT Accommodations and English Learner Supports

- School staff members submitting ACT accommodations and EL supports for students should request access to [TAA](#) (ACT Test Accessibility and Accommodations System) **as soon as possible**. There can be only one TAA Test Coordinator per school, but there can be multiple Test Accommodations Coordinators. TCs and TACs can enter accommodations into TAA. Instructions for requesting TAA access are in the [TAA User Guide](#).
- Submit all accommodations requests for ACT in the Test Accessibility and Accommodations (TAA) System. Do not submit requests for local arrangements in TAA. Local arrangements are locally approved by the test coordinator. Refer to the [List of Allowable Supports](#) for what is a local arrangement versus an accommodation.
- Submit requests early - well before the **January 17 deadline** - so there is time to resubmit if additional documentation is needed to verify the disability.
- Refer to the resources found on [DPI's ACT Accommodations Webpage](#). The resources are organized in a checklist format to help schools with the accommodations testing process.
- Information on English Learner Supports is on [DPI's ACT English Learner Supports Webpage](#).
- View the recording of [Wisconsin's ACT Accommodations Training Webinar](#) for an overview of the accommodations process.
- If a request is not approved, you can submit again for reconsideration. If you are unsure about what documentation to submit for reconsideration, consult the [ACT Documentation Policy](#) or contact the ACT Accommodations team at 800-553-6244 x1788 or actaccoms@act.org.
- Log into TAA to view accommodations request decisions. After receiving decisions, if accommodations requests are not approved, please contact [OSA](#) as soon as possible.

Thank you for your contributions to a successful testing experience for all students. For assistance, please contact:

ACT Help Desk

General: 800-553-6244, ext. 2800

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

Aspire: 855-730-0400

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

General Information and Policies

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Student Data

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Wisconsin high school principals, district assessment coordinators, and ACT test coordinators received this email.