

From: Dorn, Duane T. DPI <Duane.Dorn@dpi.wi.gov>
Sent: Friday, December 6, 2019 3:03 PM
To: ACT list
Subject: WI Statewide ACT Assessments Update - Dec. 6

Dear educators,

The focus of ACT test administration preparation at this time is **submitting ACT accommodations/EL supports with documentation** (IEP, 504 plan, or other supporting documents). Please submit requests in the Test Accessibility and Accommodations (TAA) System as soon as possible. **The deadline for these submissions is January 17.** This is a firm deadline. Late requests will only be accepted for the circumstances listed on the [Late Consideration Form](#) and only if the completed form is submitted with the request in TAA.

Test Coordinator Action Items:

- Read the [Test Coordinator Information Manual](#) for information on preparing your testing facility.
- Choose testing staff using the guidelines on pp. 14-15 of the Test Coordinator Info Manual. Remember - no staff with relatives taking the ACT state test anywhere in WI nor staff who are athletic coaches can serve as test coordinator or have access to secure test materials prior to test day.
- If you missed the accommodations or test administration part 1 webinar, the recordings are available on the [DPI ACT Trainings page](#).
- [Register for Test Administration Training Webinar Part 2](#) .
- Submit ACT [accommodations](#) and [EL supports](#) requests using the [TAA System](#) **by January 17. This is a firm deadline.**
- The 2020 Aspire Schedule of Events is now posted to the [DPI ACT Calendar page](#). Please mark important dates on your calendar and share with your colleagues who are involved with technology and testing.

The Life Cycle of an ACT Accommodations or EL Supports Request

1. School submits accommodations request and supporting documentation for ACT into the TAA system by the **January 17 deadline**.
2. ACT reviews the request and documentation to verify (1) that the accommodation requested matches with the documentation and (2) the accommodation does not invalidate the construct of the test.
3. The school staff person who submitted the request will receive an email notification that a decision is available in TAA.
4. School staff person logs in to TAA to review the decision. If a request is not approved, the school can submit a request for reconsideration by the January 31 deadline.
5. ACT reviews the additional information, reconsiders the request, and provides an updated decision in TAA.
6. School staff person logs in to TAA to review the decision. If at this point, a student with a disability is not approved for a needed and documented accommodation, school staff contacts DPI OSA for assistance.

ACT English Learner Supports

The following EL supports are available for a college reportable score:

- [Written test directions translated in 18 languages](#)
- [Use of approved word-to-word bilingual dictionary](#)
- Extended test time
- Testing in a small group environment

Submit requests for these supports with documentation into TAA just like an accommodations request. The following are examples of supporting documentation:

- ACCESS for ELLs individual score report from 2018-19 that includes student name, test date, and score less than 5
- A computer printout of the student's schedule for the current school year including name, status, year, and participation in an English language Acquisition program
- An EL plan for the current school year showing that the student receives supports in school due to limited English including the student name and the year

Resource Spotlight

[ACT Policy for Accommodations Documentation](#)

[ACT Policy for EL Supports Documentation](#)

[List of Allowable Accessibility Supports](#)

[English Learner Supports for ACT](#)

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; statetesting@act.org

Accommodations: 800-553-6244, ext. 1788; actstateaccoms@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.