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Quick Links

<http://oea.dpi.wi.gov/assessment/ACT>
Wisconsin DPI ACT Web page

<http://oea.dpi.wi.gov/assessment>
Wisconsin DPI Assessment Web page

<http://www.act.org/aap/wisconsin/index.html>
ACT Wisconsin State Testing

<http://actaspire.avocet.pearson.com/actaspire/Home>
Avocet: ACT Aspire's online informational resource

<https://actaspire.tms.pearson.com>
ACT Aspire's online Training Management System

<https://www.actaspire.org>
ACT Aspire's portal for data management

Fall Aspire Student Data Upload Completed!

Together, we did it! Wisconsin districts uploaded demographic information for over 70,000 students into the ACT Aspire portal in preparation for the October testing window. This is a huge accomplishment and DPI thanks you for your work, professionalism and patience with this process. The process was not without challenges and ACT Aspire, Pearson, and DPI have learned a great deal from it and will work hard to make subsequent uploads easier and more efficient for schools and districts. You can help by making sure the information you have in the portal takes these items into consideration and make any changes that are necessary:

- Only 9th graders should be in the Wisconsin tenant of the portal. Remove any students from grades 10, 11, or 12
- Do not upload students taking DLM. They will be uploaded into DLM's system.
- Add/delete students as necessary for transfers, change in IEP status, WSN, etc.
- Choice schools – only voucher students should be in the Wisconsin tenant. Remove any non-voucher students.
- This upload is only for fall 2014. More information about spring will be coming soon.

On-line Recording of the August ACT Aspire Live Portal Training Now Available!

Did you miss the ACT Aspire Face-to-Face training that was offered statewide in August? A recording of this training is now available! **ACT Aspire Portal Training: Recording of August 2014 Face-to-Face Training.**

Principal and Superintendent ACT/ACT WorkKeys Webinar

In preparation for the Spring 2015 administration of The ACT Plus Writing, a webinar presentation will be held on **September 16, 2014 at 1:30 PM** for all Superintendents and Principals. The purpose of the webinar is to assist in the planning and administration of the ACT[®] Plus Writing college readiness assessment and the ACT[®] WorkKeys assessment. This webinar is designed for Superintendents and Principals. If they wish to have others from their school or district attend, they should invite them to join and watch the webinar together. **This webinar will be recorded and posted for later viewing.** Invitations were sent directly to Principals and Superintendents.

<http://tn.actaspire.org/>
ACT Aspire's student log-in site and practice items

Contact Us

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College and Career Readiness Assessment Coordinator
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ACT/WorkKeys Customer Service

800.553.6244 x2800 – standard time questions
800.553.6244 x1788 – accommodations questions
<http://www.act.org/aap/state/contact.html>

ACT Aspire Customer Support

888-802-7502
ACTAspire_Implementation@ACTAspire.org

ACT/ACT WorkKeys: New DPI Guidance Documents for Accommodations

DPI has posted new and revised guidance documents to help schools with decision-making around ACT-Approved accommodations and State-Allowed Accommodations.

- The **Wisconsin ACT Plus Writing/ACT WorkKeys Accommodations Decision Tree** is a flow chart that will help school teams and families visualize and understand the decision making process around accommodations for the ACT Plus Writing and ACT WorkKeys.
- The **Wisconsin State-Allowed Accommodations Notification for Students with Disabilities** and **Wisconsin State-Allowed Accommodations Notification for English Language Learners** are documents that should be discussed with and signed by parents of students who will test with State-Allowed accommodations on either the ACT Plus Writing or ACT WorkKeys.
- The **ACT Plus Writing and ACT WorkKeys Accommodation Matrix** (revised 9-2-14) lists ACT-Approved accommodations, State-Allowed accommodations and local decisions for both students with disabilities and English Language Learners for ACT Plus Writing and ACT WorkKeys.

Important Dates and Deadlines at a Glance

This is a brief look at important deadlines and dates to be aware of for September and October. Please refer to the complete checklist of dates for each assessment for more detailed information: **ACT Aspire Dates** and **ACT/WorkKeys Dates**.

September 16	ACT/ACT WorkKeys: Principal and Superintendent Webinar
September 18	Aspire: Personal Needs Profiles need to be entered into portal
September 15-19	Aspire: Online readiness testing and proctor caching set up
September 22	Aspire: Test sessions to be completed
September 22	Aspire: Test coordinator receives paper format for Braille, Large Print, ASL
October 6-24	Aspire: Testing Window
Sept. 29 – Oct. 3	ACT/ACT WorkKeys: Test coordinator receives test center establishment information.
October 6	ACT/ACT WorkKeys: Accommodations webcast becomes available online.
October 6 - 17	ACT/ACT WorkKeys: Window for test coordinator to complete establishment profile form
October 22	ACT/ACT WorkKeys: Accommodations Q&A session

ACT/ACT WorkKeys Materials and Accommodations Requests Now Available

ACT/ACT WorkKeys manuals and **Request for ACT-Approved Accommodations** documents are now available.

ACT Suite of Assessments Requires Teamwork: ACT Plus Writing, ACT WorkKeys, ACT Aspire

The successful adoption of the ACT Plus Writing/ACT WorkKeys/ACT Aspire suite of assessments brings with it new challenges and new opportunities for DPI, schools and districts to collaborate to accomplish a common goal. Each high school should be identifying a key person at their school who will assume the role of ACT Test Coordinator. This person will be the primary contact for ACT communications from ACT and ACT Aspire and will be responsible for coordinating ACT/WorkKeys/Aspire related activities within their building. It will be necessary for the high school ACT Test Coordinator to be in close communication with a number of individuals within their district including the District Assessment Coordinator and High School Principal as well as others whose specific areas of expertise will be needed at varying times to accomplish specific tasks. These may include Special Education Directors, special education case managers and teachers, ELL staff, technology coordinators and others depending on the specific culture of your school. DPI is working hard to include all pertinent staff in their communications around the ACT suite of assessments and encourages schools to adopt a similar practice of collaboration and inclusiveness with staff within their individual settings. Please consider inviting your colleagues to join the **ACT Wisconsin listserv**.

Did you Know?

This section will give you information and links to items that are frequently asked about or things you may not know are available as a resource. Do you have tips you want to share? Suggestions welcome!

- **Time-Saver:** Looking for a website or contact for the ACT Assessments? Before picking up the phone or sitting down to write an email, review the latest copy of the ACT Wisconsin newsletter which has many of these live links located in the blue ribbon on the left of the page.
- **Aspire Room Supervisor Training:** Don't recreate the wheel! Resources are already available to train Aspire room supervisors. Use these tools and documents:
 1. **Room Supervisor checklist, Computer Based Testing and/or Paper**
 2. **Room Supervisor manual, Computer Based Testing and/or Paper**
 3. **Outline for training can be found in Test Coordinator manual p. 8-9**
 4. **Online modules: <https://actaspire.tms.pearson.com/>**
 - 📄 **Monitoring Test Sessions and TestNav 8 Overview**
- When searching the Avocet website, always download the entire document when given the opportunity by clicking the green download tab on the top left hand corner of the document.

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