

This document provides supplemental information for administering ACT® Aspire® Summative tests and may contain new information available after the administration manuals were provided to you. It also describes Wisconsin-specific policies for select processes and procedures.

The [ACT Aspire Website for Wisconsin State Testing](#) provides easy access to additional resources, including those referenced in this document.

Reach out to ACT Aspire Customer Care for any additional questions at 855.730.0400.

## Student Transfers

The process for transferring students is new this year.

- **Student transfers from within Wisconsin:** If an examinee from **within** the state of Wisconsin is enrolling in school (i.e., transferring from another Wisconsin school), the enrolling school is responsible for submitting an Enrollment Transfer File in PearsonAccess<sup>next</sup> using the Support Requests feature.

This policy has been established to avoid the duplication of an examinee's record—as ACT assumes a record will already exist in PearsonAccess<sup>next</sup>—resulting from Wisconsin Department of Public Instruction (DPI) loading the examinee in the Student Registration Import (SRI) file at the previous school. The request should be completed within one week of the student's transfer.

- **Student transfers from outside Wisconsin:** If an examinee from **outside** the state of Wisconsin is enrolling in school, the examinee should be loaded as a new student using the SRI process.

For complete instructions, refer to *Enrollment Transfer File, File Requirements and Loading Instructions* found on the Wisconsin ACT Aspire web page found under **Configuration**. The information is also in PearsonAccess<sup>next</sup> under **Support > Documentation**.

## Printing Authorization Tickets

A new option for printing student authorization testing tickets was released late this spring, in addition to what was already available. The options for printing student authorization testing tickets include printing tickets for:

- A single session (i.e., all students in the session)
- An individual student or small group of students
- **New:** Multiple test sessions (i.e., all students in the associated test sessions)

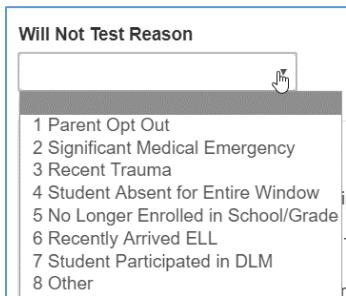
Instructions for the first two options can be found in the *Wisconsin ACT Aspire Room Supervisor Online Summative Testing Manual*. Instructions for the third option can be found on the Wisconsin ACT Aspire webpage under **Administration**.

Student authorization testing tickets contain the username and password for that individual student's test. Authorization testing tickets are considered secure test materials—should be stored accordingly—and printed as close to the test date as possible for your school. If a student is moved to a new test session, a new ticket needs to be printed.

## Reason Codes for Will Not Test and Do Not Report

### What is a Will Not Test Reason Code?

Students who do not participate in ACT Aspire should be assigned a Will Not Test reason code in PearsonAccess<sup>next</sup>. Testing staff should indicate a Will Not Test reason code for any test assigned, but not started, using the Manage Student Tests screen. The available reasons include those shown below.



### What is a Do Not Report Reason Code?

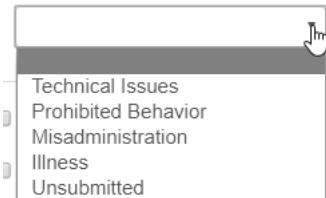
Students who started a test but were unable to finish it—and for whom you don't want scores reported—should have a Do Not Report reason code selected on the Manage Student Tests screen in PearsonAccess<sup>next</sup>.

*Note: You may want to consult with DPI before selecting this option, because no scores will be generated for these students. This cannot be reversed after scoring deadlines have passed.*

The available reasons include those shown below.



#### Do Not Report Reason



### Window to Assign Codes

You can enter codes for a student when it has been determined the student meets the criteria. Refer to your *ACT Aspire Schedule of Events* for the deadline to complete the activity.

### Who can Assign These Codes?

Those assigned the Administration Test Coordinator or Test Coordinator roles in PearsonAccess<sup>next</sup> can enter these codes.

### How to Assign the Codes

Refer to "Marking Tests with Will Not Test Codes" or the "Marking Tests with Do Not Report Codes" sections in *Wisconsin Test Coordinator Manual Summative Testing*. This activity should be done regardless of whether the student is testing online or paper.