



Schedule of Events for PreACT Secure - Wisconsin - Spring

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About the Schedule of Events

This Schedule of Events includes key events and tasks from the seven steps of test administration. It is intended to help you organize your test administration responsibilities. Some dates are subject to change. Come back frequently to ensure you're on track for a successful test administration.

Test Dates for PreACT Secure

Online Testing	Date(s)
Test Window—standard time and accommodations and/or supports	March 20 - April 28, 2023

Paper Testing—select accommodations only	Type of Testing	Date(s)
Test Window—accommodations	Accommodations	March 20 - April 28, 2023

Communications

ACT communicates with the school test coordinator (TC) and the district test coordinator (DTC) about upcoming activities identified in this Schedule of Events. ACT does not communicate with any other staff. The TC is responsible for including other testing staff in activities and training opportunities, including technical coordinators (Tech), test accommodation coordinators (TAC), room supervisors (RS), and proctors (P).

Your Website

The [Wisconsin PreACT Secure webpage](#) is your one-stop-shop for all of your resources for PreACT Secure testing. Details on every key task and event can be found on your ACT-hosted

website.

Dates in the Tables

In the following tables:

- A single date indicates a deadline (close date).
- Two dates indicate a timespan (open date – close date).

Prepare for Testing

Date(s)	Type of Testing	Role Responsible	Event
January 20, 2023	Standard Accommodations	State	Upload student data in PearsonAccess ^{next} .
January 23, 2023	Standard Accommodations	TC	Administration platform opens. Access PearsonAccess ^{next} to prepare for administration. Create accounts and invite users.
January 23 - April 7, 2023	Accommodations	TC, TAC	Paper Testing: Assign locally-approved accommodations and/or supports for eligible examinees through PearsonAccess ^{next} . Note: Instructions for assigning accommodations and supports can be found in the PearsonAccess ^{next} User Guide for PreACT Secure.
January 23 - April 27, 2023	Standard Accommodations	Tech, TC	Validate configuration and freeze test environment for online testing. Note: Additional details can be found in the PreACT Secure Technical Guide for Online Testing .

Date(s)	Type of Testing	Role Responsible	Event
January 23 - April 28, 2023	Accommodations	TC, TAC	<p>Online Testing: Assign locally-approved accommodations and/or supports for eligible examinees through PearsonAccess^{next}.</p> <p>Note: Accommodations must be assigned to students before they are placed into test sessions.</p> <p>Note: Instructions for assigning accommodations and supports can be found in the PearsonAccess^{next} User Guide for PreACT Secure.</p>
January 23 - April 28, 2023	Standard Accommodations	Tech, TC	Complete Site Readiness, including mock administration and ProctorCache installation.
January 23 - April 28, 2023	Standard Accommodations	TC	<p>Verify enrollment, complete an enroll request, and review student identifying information and correct if needed.</p> <p>Note: Do not unenroll or delete students. Complete appropriate state use questions for any students who did not test. See the administration supplement on the Wisconsin PreACT Secure webpage for instructions.</p>
February 1, 2023	Standard Accommodations	TC, TAC	<p>Attend test administration training.</p> <p>10:00 a.m. Central Time</p> <p>Registration link:</p> <p>Click to register</p>

Date(s)	Type of Testing	Role Responsible	Event
March 8, 2023	Standard Accommodations	TC, TAC	Attend technical readiness training. 10:00 a.m. Central Time Registration link: Click to register
March 15, 2023	Standard Accommodations	TC, TAC	Attend test administration training. 10:00 a.m. Central Time Registration link: Click to register

Prepare for Test Window

Date(s)	Type of Testing	Role Responsible	Event
January 23 - April 28, 2023	Standard Accommodations	TC	Create and assign students to test sessions for online testing.
February 27 - April 7, 2023	Accommodations	TC	Order accommodated test materials in PearsonAccess ^{next} for use in this test window. Note: Tracking information will be available in PearsonAccess ^{next} after materials have shipped. Note: Allow up to two weeks for materials to arrive after placing your order.
March 6 - April 27, 2023	Standard Accommodations	TC	Train room supervisors and proctors.

Date(s)	Type of Testing	Role Responsible	Event
March 13 - April 21, 2023	Accommodations	TC	<p>Distribute Instructions for Completing Your Answer Document to all students testing with accommodations on paper.</p> <p>Note: Instructions for Completing Your Answer Document will arrive with your paper materials. Distribute this information anytime after arrival and before students begin testing.</p>
March 13 - April 27, 2023	Standard Accommodations	TC	<p>Prepare rooms and materials.</p>
March 16 - April 28, 2023	Standard Accommodations	Tech, TC	<p>Precache test content for this test window (if utilizing proctor caching).</p> <p>Prepare online test sessions in PearsonAccess^{next}.</p>
March 20 - April 28, 2023	Standard Accommodations	TC, RS, P	<p>Start online test sessions in PearsonAccess^{next}.</p> <p>Administer PreACT Secure online.</p>
March 20 - April 28, 2023	Accommodations	TC, RS, P	<p>Administer PreACT Secure on paper with accommodations and/or supports.</p>
March 20 - April 28, 2023	Accommodations	TC	<p>Return test booklets, used answer documents, and test administration forms from the accommodations and/or supports testing window to ACT. Keep unused answer documents for future test date.</p> <p>Receipt deadline at ACT: May 12, 2023</p>

Date(s)	Type of Testing	Role Responsible	Event
April 28, 2023	Standard Accommodations	Tech	<p>Purge cached test content from all proctor caching computers.</p> <p>Note: Test content must be purged after each online testing window.</p>
May 5, 2023	Standard Accommodations	TC	<p>Enter Did Not Test Codes in PearsonAccess^{next} for students who did not test.</p>
May 27, 2023	Standard Accommodations	DTC, TC	<p>District, school, and student level data available in Online Reporting portal. District and school users access data and prepare student individual score reports for distribution.</p>