

**Parent Letter for Wisconsin State-Allowed/Ineligible Accommodations Notification:  
The ACT Plus Writing and ACT WorkKeys  
English Language Learners**

Dear Parent or Guardian:

As part of the Wisconsin statewide assessment system, your 11<sup>th</sup> grade student will take the ACT Plus Writing test and the ACT WorkKeys test this spring. These tests measure what your student has learned and will provide information about your student's readiness for more education after high school or entry into a career. The scores from the ACT can be used for many purposes such as entrance into college and some technical schools, scholarship applications, and National Collegiate Athletic Association (NCAA) eligibility. Your student can also earn a National Career Readiness Certificate (NCRC) from the WorkKeys assessment. This certificate is used by some employers to make sure prospective employees have the skills necessary for the job they are applying for.

To be able to use these scores for the reasons mentioned above, your student must take the test under certain conditions as determined by ACT, Inc. and the Wisconsin Department of Public Instruction. Some accommodations such as sitting in the front of the room or taking the test individually are called locally approved accommodations. These locally approved accommodations are available to all students (see definition of locally approved accommodation below). The school can provide these without any approval from ACT. These scores are college reportable and can earn the national certification. Most students, including students whose first language is not English, will take these tests either in the standard way or with locally approved accommodations.

Other accommodations, ACT-Approved accommodations, are only for students with disabilities who have an Individualized Education Program (IEP) or 504 plan. These accommodations must be applied for by completing some forms and sending documentation to ACT for approval. Scores from ACT-Approved accommodations are college reportable. However, English language learner status does not qualify for this type of accommodation. Only students with professionally diagnosed disabilities may be eligible for ACT-Approved accommodations.

Another type of accommodation called an ACT State-Allowed accommodation is available to students who are English Language Learners. If State-Allowed accommodations are used, the ACT scores are not college reportable and will be used for state reporting purposes only. To earn a National Career Readiness Certificate on the ACT WorkKeys, the use of a word-to-word foreign language glossary is allowed. It is also allowed to have written and/or verbal test directions provided in the student's native language. Accommodations on ACT WorkKeys that make the scores ineligible to receive the National Career Readiness Certificate include: translation or interpretation of test items, allowing the use of dictionaries with word definitions, or allowing the use of manipulatives or arithmetic tables.

Please consider all of this information before making any decision to have your student test using any State-Allowed accommodations. Your written permission is required. Important information about your student's learning and readiness for post-high school education and careers can be gathered through taking these tests with State-Allowed accommodations, but there are limitations that you should be aware of. The information above is a brief summary of ACT accommodations. Please refer to the websites listed below for more information and discuss these decisions with your student's school counselor, teachers or school administration.

**Useful definitions:**

**Locally Approved Accommodations:** The student must test with standard time, must not receive additional breaks, and must use a regular type (10-point) test booklet. Testing must occur on the initial or makeup test date and the accommodations must be consistent with the student's plan on file at the school. In addition, the accommodations must not disrupt or afford an advantage over other students

**ACT-Approved Accommodations** - Result in ACT scores that are fully reportable to colleges, scholarship agencies, and other entities *in addition to* being used for state testing purposes. Only students with professionally diagnosed and documented disabilities and who receive accommodations in school should apply for ACT-Approved accommodations.

**State-Allowed and Ineligible Accommodations** - Result in ACT and ACT WorkKeys scores used only for state testing purposes. The results earned are not college reportable and cannot earn the NCRC. ACT State-Allowed accommodations are only available to students with disabilities who did not receive approval for ACT-Approved accommodations or English Language Learners who receive supports in school.

<http://oea.dpi.wi.gov/assessment/ACT/accommodations>  
<http://oea.dpi.wi.gov/assessment/ACT>

<http://www.act.org/aap/wisconsin/act.html>  
<http://oea.dpi.wi.gov/assessment/ELL>

# Wisconsin State-Allowed Accommodations Notification for English Language Learners: The ACT Plus Writing and ACT WorkKeys

**NOTE:** This document must be completed for all students who will participate in the Wisconsin State Assessment System using State-Allowed Accommodations with The ACT Plus Writing and/or Ineligible Accommodations with ACT WorkKeys. ACT scores earned with State-Allowed Accommodations will **NOT** be reported by ACT to colleges, scholarship agencies, or any other entities and will be used for state accountability purposes only. ACT WorkKeys scores earned with Ineligible Accommodations are **NOT** eligible for National Career Readiness Certification. For additional guidance with decision-making regarding State-Allowed Accommodations, please refer to documents and manuals found at: <http://www.act.org/aap/wisconsin/act.html>, and <http://oea.dpi.wi.gov/assessment/ACT/accommodations>.

## Do NOT use this form to apply for ACT-Approved Accommodations.

- State-Allowed/Ineligible Accommodations may be provided to:
- Students with disabilities who have Individualized Education Programs (IEP) or Section 504 Individualized Accommodation Plans (IAP) and who do not meet or only partially meet ACT's eligibility requirements for testing with ACT-Approved Accommodations. Applications for ACT-Approved accommodations should be submitted prior to consideration of the State-Allowed accommodations. Failure to request ACT approval of accommodations for students with disabilities may raise concerns related to disability-based discrimination.
- English Language Learners (ELL) with English language proficiency levels 1 through 5 who receive linguistic supports in school may request State-Allowed accommodations. For more information about ELL participation in state content assessments, go to: <http://oea.dpi.wi.gov/assessment/ELL>.

## A. Student Information

Student Name: \_\_\_\_\_ School: \_\_\_\_\_  
Birth date: \_\_\_\_\_ District: \_\_\_\_\_

## B. Eligibility for ACT Plus Writing State-Allowed Accommodations and/or ACT WorkKeys Ineligible Accommodations

Only students who have an IEP, Section 504 IAP, or who are limited English proficient (LEP) are eligible for Wisconsin State-Allowed Accommodations for ACT and ACT WorkKeys Ineligible Accommodations. Indicate eligibility criteria:

- IEP                       Section 504 IAP                       ELL (ELP 1-5)

## C. Student will test with Wisconsin State-Allowed Accommodations and/or ACT WorkKeys Ineligible Accommodations

- ACT Plus Writing                       ACT WorkKeys                       ACT Plus Writing **AND** ACT WorkKeys

## D. For students with disabilities testing with State-Allowed Accommodations, was documentation submitted to ACT requesting ACT-Approved Accommodations?

- Yes  
 No (If no, attach document with explanation)

## D. Student and Parent/Guardian Signatures (Required)

I acknowledge that this student will be testing with State-Allowed Accommodations on the ACT and/or Ineligible Accommodations on ACT WorkKeys. I understand that ACT scores earned with State-Allowed Accommodations **will not be reported by ACT to colleges, scholarship agencies, or any other entities and Ineligible Accommodations will not earn a National Career Readiness Certificate**. An ACT Plus Writing student report will not be generated for any student testing with State-Approved Accommodations. A letter with the student's results will be sent to the school and student in summer.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Legal Guardian Signature (required if student is under 18)

\_\_\_\_\_  
Date

A completed copy of this form must be placed in the student's cumulative folder.  
Copies should be given to the student/parent/guardian and to the appointed high school ACT Test Coordinator.

All Accommodations test formats must be ordered online by the School ACT Test Coordinator.