

Reporting for Multi-District Charter Schools



Document Purpose

This document outlines how test staff at multi-district charter schools are to load examinee information into PearsonAccess^{next} (before testing) and to complete and return answer documents (after testing), to ensure state accountability reporting is accurate.

ACT[®] Test Information

If examinees are...	Then...
Testing together at your testing site	<ul style="list-style-type: none"> • Ensure all of your examinees are loaded in PearsonAccess^{next} under your multi-district charter organization. • Paper: Leave Block K blank and send back all answer documents with your school's Site Header. • Online: Follow instructions for testing in the Online Manual for administering the ACT Online.
Testing at a school within the district in which they are officially enrolled	<ul style="list-style-type: none"> • Labels (paper only), scratch paper (online only), administration forms, and personalized non-test instructions will ship to the test coordinator (TC) of the multi-district charter organization. The TC transports them to the school administering the test (the testing school). • The testing school checks to make sure there are enough test materials. If extra materials are needed, the TC of the multi-district charter organization submits an additional order, and securely transports the additional test materials to the testing school. • Paper: The test coordinator of the testing school should complete Block K—the ACT high school code indicating where scores should be reported—on examinee answer documents, then follow standard instructions for returning answer documents and additional test materials. • Online: Add all examinees to the testing school in PAnext and follow instructions in the Online Admin Manual to Enter a Reporting High School code (PearsonAccess^{Next} User Guide, p. 40) for examinees that attend other schools, then follow instructions for administering the ACT Online. <p><i>Note: It is the multi-district charter organization's responsibility to provide the correct ACT high school code for Block K to the test coordinator of every testing school.</i></p>

If examinees are...	Then...
Testing at various off-site locations	<ul style="list-style-type: none"> • Ensure all of your examinees are loaded in PearsonAccess^{next} under your multi-district charter organization. • All materials will be shipped to and returned from your multi-district charter organization. Test materials must be kept secure in the transfers between the organization and the off-site location. See the “Storing and Transporting Materials for Off-Site Testing,” section of the <i>Test Coordinator Information Manual</i>. <i>Note: Please contact statetesting@act.org for any special test security instructions or test material handling that may be required.</i> • Paper: Leave Block K blank and send back all answer documents with your school’s Site Header. • Online: Site readiness must be conducted at all site locations. Separate sessions should be created in PAnext and named to distinguish each test location in order for easier staff identification on test day.

Note: Applicable for paper only. If you need to manually grid examinee information onto test materials, please be sure to accurately record each examinee’s ACT student code from PearsonAccess^{next} in Block J on the ACT answer document (see The ACT Test Administration Manual for additional instructions). To find an examinee’s ACT student code, home schools and districts can contact the chartering district (who has access to the examinee record in PearsonAccess^{next}), Wisconsin Department of Public Instruction (DPI), or ACT at statetesting@act.org.

Reporting

After receiving the score data from ACT, Wisconsin DPI will ensure that each of your examinees is included in the correct district for its state accountability reporting.