Q: We do not have school on the Feb test dates. I believe we are planning on giving ACT on March 12, 13. What deadlines should I aim for? Would there be different deadlines since we know that we are testing on the make-up days?
   A: No matter if you are testing on the initial, make-up or emergency test date, most of your deadlines will be the same (accommodation requests, verify student data in PANext, etc). Check your schedule of events for details on ordering materials for your specific test date.

Q: What are the guidelines for the lunch break? Length? Location (must be on campus)? No electronics? Is this in the test coordinator manual?
   A: It is all in the manual, yes. The break should be no longer than 45 minutes, students must be supervised the entire time (so must stay on campus) and cannot access phones or other electronic devices.

Q: Can a coach serve as a room supervisor for a smaller accommodations group?
   A: As long as it’s not a one-on-one situation with a student athlete, yes.

Q: So will we get our March date testing materials during the initial shipment for the Feb testing date?
   A: You will get your non-secure materials, answer docs, barcode labels, manuals, etc, in your initial shipment and will get your secure test books closer to your March test date, during the week of March 4th.

Q: In past years, schools could create their own student rosters for check in as long as it contained the same information that is provided in the test manual. Is this the same for this current testing year?
   A: Yes, you can create your own rosters.

Q: Room supervisors - There are very clear tables in the Test Coordinator Manual that state the ratio of proctors required versus students testing. However, I have not seen one for Room Supervisors. Does such a table exist for the Room Supervisors?
   A: Each room must have a room supervisor who only serves in that 1 room. Any other staff members after that room supervisor is a proctor.

Q: What are examples of secondary time pieces that are allowable?
   A: You can use a wall clock and a wrist watch, or the clock/timer on a computer, as long as there are no sounds or alarms that go off. Any time piece, other than a cell phone, should be fine.

Q: Does ACT time and one half approved accommodation apply to WorkKeys as well?
   A: WorkKeys accommodations are listed in the WorkKeys Administration Manual-you will provide accommodations based on what the student usually receives for testing in school, as they are listed in that chart-they may or may not ‘match’ what the student receives for ACT testing.

Q: Do Room Supervisors have to record the number of questions that students completed for each subject test on the Room Report?
   A: That’s not a required field, but we recommend it to monitor if students go back and work on a test after time has been called.

Q: In a room with accommodations - let’s say 2 students - Can you place them against opposite walls facing away from each other?
   A: No, all students must face the same direct so you can see the eyes of all students from 1 single point in the room.

Q: Relative in Wisconsin Question: Is there a miles distance on this. I have a relative 4 hours away taking the ACT. Can I serve as a Test Coordinator or is it anywhere in the State of Wisconsin no matter how far away.
A: It doesn’t matter how far apart you are, if they are testing anywhere in the state you cannot serve as a test coordinator.

Q: When do we enter in the number of student tests we need sent to us?
A: The state will upload a list of your students in January; this is used to determine the quantity of materials to send for both ACT and WorkKeys.

Q: In a regular room, you cannot move on to the next section until the timer goes off, correct? Even if all students are done earlier.
A: The full time must be given for each test in a standard time room. For accommodated testing, students may move onto the next section once everyone in the room is done with the section, and they understand they are not allowed to come back to this test section at any time.

Q: I am the DAC in our district and I have a son who is a junior and will be testing. Can I verify receipt of test materials and help box everything up for shipment? Perhaps is there is another person in the room with me? I will not be a Room Supervisor, etc.
A: You would not be able to handle secure test materials prior to testing. If you would like to assist someone else with packing and returning the materials after testing is over, you would want to be sure that at no time do you handle your relatives answer document.

Q: If your relative is not taking the ACT State Test, but only taking the ACT National testing, can you be the Test Coordinator?
A: Correct; you can serve as testing staff for this state administration.

Q: So, coaches/relatives can be proctors? They are not limited to being room supervisors only? Is that correct?
A: Coaches or relatives can serve as proctors, as long as a relative isn’t testing in the same room.

Q: What if you are not the Testing Coordinator, but work closely with the Testing Coordinator and you have a relative taking the exam. What are the rules - that you cannot have access to testing materials and cannot pack up materials?
A: You should not have access to secure test materials prior to testing and no access to your relatives test materials at all.

Q: I have registered to participate but cannot add my accommodation numbers. When does this need to be added?
A: ACT accommodations are handled through TAA. WorkKeys accommodations materials are ordered through PANext on the enrollment tab under the Workkeys test event.

Q: If we have students withdraw after test materials arrive, how do we remove them from our list?
A: You will indicate on the roster that the student didn’t test. You can submit an unenroll request in PANext-there are step-by-step instructions to complete this in the PANext User Guide.

Q: What about new students that enter your school after that Jan. 11th deadline who do not need accommodations?
A: You will first need to load these students into PANext so that they will have an ACT ID. Your original order includes a small overage of standard time test materials, that you will use for these new students. If additional materials are needed you will place an additional order in PANext until the deadline of February 7, 2019.

Q: Some confusion on requesting accommodations--last year we requested both "reader" and "CDs" and this year do we request "reader" and "USB"?
A: Yes, you would request pre-recorded audio which will be a USB.

Q: Can athletic coaches have athletes in the room they are the Room Supervisor for?
A: As long as it is not one-on-one or a small group of athletes, then yes.

Q: Can you be the test coordinator for the Work Keys if you have a relative that is an 11th grader?
A: The conflict of interest policy is the same for WorkKeys and ACT.

Q: I've been told that DPI is not going to upload the student data until January 11. If the deadline to order accommodation materials for the WorkKeys is January 11, how can we do that before DPI uploads the student data?
A: DPI will load students into PANext on January 11th. Schools have until January 17th to verify student information is correct in the system; this information is used to determine what materials to ship in the initial shipment. If accommodated materials are needed after this deadline, an additional order will be needed. See your Schedule of Events for additional information.

Q: Can the emergency makeup date be used for accommodations, since we have spring break during the makeup date?
A: There is a makeup accommodations window and an emergency accommodations window. If you have questions of when to test your accommodated students, contact ACT or DPI to review your specific situation.

Q: If students arrive in our school after Jan 11th but had accommodations requested by the previous school/district - how do we get that information transferred to our school? Or do we have to apply through TAA?
A: You will complete an enroll form (instructions in the PANext User Guide), and indicate on that form that the student has approved accommodations. You can also contact our accommodations department to be sure the correct materials are shipping to your school in time for testing.

Q: Our ELL students with accommodations are permitted to use a word-to-word dictionary. Rather than use a paper dictionary can a staff member provide online translation through an iPad? Only the staff would touch the iPad, not the student. Can we use this method of word-to-word translation?
A: No, students can only use a paper dictionary and must use them individually. No staff assistance is allowed.

Q: How do I add an additional supervisor to the accommodations portal so they can enter accommodations?
A: There are instructions in the TAA User Guide on adding additional staff to the TAA portal to assist with submitting requests.

Q: Non-Test Portion of the Answer Document. Can you go over this again? Are these documents sent to the school?
A: The Non-test portion of the answer document must be completed before test day. Students will use Taking The ACT to complete this, and the students will keep this booklet (it will be shipped with your non-secure materials). There are instructions on conducting this session in the manual.

Q: If a student is enrolled in your district, but does not live in your district - would we need their home district code for K?
A: Block K is used for accountability purposes. If the student is testing in their accountable school, Block K does not need to be completed. Students who are attending under open enrollment do not need to use Block K. Students who are attending due to an IEP placement or are accountable in a district other than where they are attending should complete Block K. If you are unsure if you would need to use block K, contact ACT or DPI for further instructions.

Q: When will materials for students taking the ACT with Accommodations be mailed and will they be packaged and personalized for each student?
A: Accommodated materials will be shipped with other initial testing materials, but will be boxed separately from standard time materials. Accommodated materials will arrive in “kits”, but are not assigned to specific students. You will check your Accommodations and Supports Roster to match up the student with the correct materials.
Q: Can a school decide not to give extended time on WorkKeys to a student who did receive extra time on the ACT?
A: Generally students will receive the same accommodations on the ACT and WorkKeys tests. However, accommodations for WorkKeys are decided at a local/school level, so the decision would be made there.

Q: Room Supervisors - So if my room has 50 students in it, then at minimum I need one room supervisor and one proctor in the room, and I am good? If I have 150 students all in one room, I need 1 room supervisor and 3 proctors, and that covers the supervision requirement?
A: The supervisor manual contains the minimum requirements for staffing levels. Use this as a guide. If you have additional staff available, it may make the administration run smoother.

Note: Any questions regarding the DLM or alternate assessments should be directed to DPI:
Jennifer Bell
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