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What will we be covering today:

• What’s New
• Important Dates
• ACT Systems Review
• Pre-test Activities

Don’t forget to register for the January 17th webinar, which will cover topics such as:

• Test Day activities
• Post Test activities
• Reporting

*The link to register is found on your Schedule of Events
What’s New?
ACT-Approved Accommodation
Timing Code 6
Examinees with the ACT-approved accommodation of time and a half in a single session (timing code 6) will have 50% extended time for each subject test of the ACT® test, with a hard stop after each test.

- Test 1 English – 70 minutes
- Test 2 mathematics – 90 minutes
- Break – 15 minutes
- Test 3 reading – 55 minutes
- Test 4 science – 55 minutes
- Break – 5 minutes
- Test 5 Writing – 60 minutes
Accommodations and Supports

Accommodations and Supports Roster

• Still identifies the examinees and their approved accommodations and/or English learner supports

• The report is still accessed through PearsonAccessnext™

Pre-Recorded Audio Format

• USB only
Key for Test Booklet Covers

To identify which test booklet to use, the cover is different for each type of testing.

Triangle = standard time

Circle = accommodations
Calculator Policy Update

- Examinees are **fully responsible** for making sure any calculator they bring to the test is an allowed model.

- Staff will **continue to check** for use of a prohibited calculator or improper use of the calculator.

- If your school provides calculators to examinees for testing, **the school** is responsible for making sure those calculators are acceptable.

Link to the calculator policy: https://www.act.org/content/dam/act/unsecured/documents/ACT-calculator-policy.pdf
Calculator Policy Update

The following types of calculators are prohibited:

- Calculators with built-in or downloaded computer algebra system functionality, including:
  - **Texas Instruments:**
    - All model numbers that begin with TI-89 or TI-92
    - TI-Nspire CAS
      *Note: The TI-Nspire is permitted if not marked CAS.*
  - **Hewlett-Packard:**
    - HP Prime
    - HP 48GII
    - All model numbers that begin with HP 40G, HP 49G, or HP 50G
  - **Casio:**
    - fx-CP400 (ClassPad 400)
    - ClassPad 300 or ClassPad 330
    - Algebra fx 2.0
    - All model numbers that begin with CFX-9970G

- Handheld, tablet, or laptop computers (including PDAs)
- Electronic writing pads or pen-input devices
  *Note: The Sharp EL 9600 is permitted.*

- Calculators built into cell phones or any other electronic communication devices
- Calculators with a typewriter keypad (letter keys in QWERTY format)
  *Note: Letter keys not in QWERTY format are permitted.*

The following types of calculators are permitted, but only after they are modified as noted:

- Calculators that can hold programs or documents:
  Remove all documents and remove all programs that have computer algebra system functionality.
- Calculators with paper tape: Remove the tape.
- Calculators that make noise: Turn off the sound.

- Calculators with an infrared data port: Completely cover the infrared data port with heavy opaque material such as duct tape or electrician’s tape. These calculators include the Hewlett-Packard HP 38G series, HP 39G series, and HP 48G.
- Calculators with power cords: Remove all power/electrical cords.
What dates do I need to remember?
Your complete Schedule of Events is posted on the ACT-hosted WI state testing website (www.act.org/stateanddistrict/wisconsin) in the Orientation stage.
<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 30</td>
<td>Deadline to Complete manage participation information in PearsonAccess™</td>
</tr>
<tr>
<td>January 11</td>
<td>Deadline to Request ACT-approved accommodations through the TAA System AND Order WorkKeys accommodated materials in PearsonAccess™</td>
</tr>
<tr>
<td>January 14-January 17</td>
<td>Verify your student information loaded into PearsonAccess™</td>
</tr>
<tr>
<td>January 28-February 1 or February 4-February 8</td>
<td>Receive test materials</td>
</tr>
<tr>
<td>February 15</td>
<td>Request ACT-approved accommodations using the Late Consideration Form</td>
</tr>
<tr>
<td>February 19</td>
<td>Deadline for students to complete the Non-Test Portion of the answer document</td>
</tr>
</tbody>
</table>
PearsonAccess\textsuperscript{nextTM}

- Web application used by testing staff to manage participation, verify and register students, and order materials.
- Login at \url{https://testadmin.act.org}

Test Accessibility and Accommodations System (TAA)

- ACT test accommodations and English learner supports management system used by testing staff to submit requests.
- Link is provided on the ACT-hosted WI state testing website (www.act.org/stateanddistrict/wisconsin) in the Configuration stage.
- \textit{Remember: the deadline to request ACT Accommodations or English Learner Supports is January 11\textsuperscript{th}, 2019.}
<table>
<thead>
<tr>
<th>Wisconsin</th>
<th>The ACT</th>
<th>WorkKeys on Paper</th>
<th>Aspire</th>
</tr>
</thead>
</table>

State of Wisconsin
ACT State Testing

www.act.org/stateanddistrict/wisconsin
State-Specific Information

WI Odds and Ends

• Manage Participation for both ACT and WorkKeys
• If you need to update the school Test Coordinator
  1. Contact the DAC to notify of change
  2. DAC makes changes in PearsonAccessnext
  3. Complete necessary training prior to test day
• Order Workkeys accommodations materials in PearsonAccessnext
• Decision whether to offer lunch break is school-wide, not individually or by classroom
What are my Pre-test activities?
Use the guidelines in the Test Coordinator Information Manual

Pre-test Activities

Select Qualified Staff & Complete Mandatory Training

- Provide training prior to test day
- Be sure accommodated room supervisors (RS) understand their assigned room/timing code
- Short meeting on testing morning
Pre-test Activities

Select Qualified Staff

Conflict of Interest

May not serve as Test Coordinator

May not have access to secure accoms materials

May not supervise one-on-one testing for a student athlete

May serve as RS

Athletic Coaches
Select Qualified Staff

Conflict of Interest

Relatives testing at any school in WI

May not serve as Test Coordinator

May not have access to secure materials

May serve as RS, provided relative is not in the same room
Verify Receipt of Test Materials

• Within 24 hours of delivery, the School Test Coordinator must open and verify the receipt of all test materials using the packing list

• After counting materials, reseal cartons with the tape provided
  • Sign your name across the seal
  • Store in a secure location
  • Retain cartons for return shipment
Verify Receipt of Test Materials

- Call ACT if listed materials are missing from the shipment
- Order additional test materials if necessary
- Only the School Test Coordinator should access secure test materials before test day

Call ACT immediately at 800.553.6244 ext. 2800 if there is a security breach at any time
Pre-test Activities

Students Complete Non-Test Portions of the Answer Document

- **Must** complete **before** test day
  - otherwise they will have to test makeup
- One-hour session (approx.)
- May need many sessions to include every student
- Apply barcode labels to the back, lower right corner of the answer documents
Students Complete Non-Test Portions of the Answer Document

Complete:

Blocks A, B, D, N, O, P, and R are required
- Name, DOB, and address fields
- Score reports can not be mailed if these are incomplete

Block K (High School Code)
- If student is testing at correct school, leave blank
- Multi-district Charter schools may need to use this
- Find the high school code for examinees’ “home” high school at www.actstudent.org/regist/lookups
Prepare Testing Rooms

- Recommended 15 - 30 standard time examinees to each room (up to 10 accommodated students)
- Plan appropriately for students with local and/or ACT-approved accommodations
- Ensure there is room for testing staff to move throughout the room to monitor students and answer questions.
Prepare Testing Rooms

• Scores will be cancelled if requirements aren’t followed:
  – Examinees face the same direction
  – Seats in proper rows and columns
  – Room Supervisor can see all examinees
  – Minimum spacing requirements met (at least 3 feet between examinees)
Prepare Testing Rooms

- Use 2 reliable timepieces (not a cell phone!)
- Ensure TC access to a phone (must be kept on silent)
- Ensure proper lighting, temperature, and ventilation
- Cover test-related bulletin boards
- Schools may provide students with:
  - No. 2 pencils with erasers
  - Pencil sharpener
  - Permitted calculators – if you choose
## ACT Contact Information

### ACT-hosted State Testing Website:
www.act.org/stateanddistrict/wisconsin

<table>
<thead>
<tr>
<th>Department</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test Administration</td>
<td>800-553-6244 ext 2800</td>
<td><a href="http://www.act.org/stateanddistrict/contactus">www.act.org/stateanddistrict/contactus</a></td>
</tr>
<tr>
<td>Accommodations and Supports</td>
<td>800-553-6244 ext 1788</td>
<td><a href="mailto:ACTStateAccoms@act.org">ACTStateAccoms@act.org</a></td>
</tr>
</tbody>
</table>
Thank you for joining us!

Interested in learning more? Contact us at statetesting@act.org

All recipients of ACT data and student information are reminded that they are responsible for protecting the confidentiality of that information in accordance with applicable laws and institutional policies. Score recipients assume responsibility for protecting the confidentiality of ACT data reported to them.

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