

From: Braconier, Nicole L. DPI
Sent: Monday, November 13, 2023 9:10 AM
To: DAC and ACT listserv
Subject: WI ACT Statewide Assessment Update – November 13, 2023

Dear Educators,

As we begin to prepare for the 2024 statewide administration of the ACT, it is important we share some information and resources pertaining to ACT's Accommodation and Supports request process. Please review the below and forward this email on to any additional applicable staff.

ACT Accommodations and Supports Overview

ACT provides access to the ACT® test for individuals with disabilities and English Learners (EL) through appropriate, allowable accommodations or supports based on examinees' needs as outlined in students' education plans (i.e. IEP, 504, EL plan). ACT approves accommodations in accordance with the Americans with Disabilities Act (ADA), and in alignment with determinations made by school officials pursuant to the Individuals with Disabilities Education Act (IDEA) and Section 504 Rehabilitation Act (Section 504).

All accommodations and EL supports needed by students must be requested and approved by ACT prior to testing. Use of accommodations or supports not approved by ACT will result in a misadministration and student scores will be voided.

Accessibility Support Types

ACT offers the following four types of accessibility supports on the ACT:

- **Universal Supports** – available to all examinees
 - Does not require ACT Approval
- **Designated Supports** (local arrangements) – available to any examinee with a need
 - Does not require ACT Approval
- **English Learner Supports** – only available to examinees who are not proficient in English
 - A request must be submitted and approved by ACT
- **Accommodations** - only for examinees with disabilities as documented in an IEP, 504 plan, or similar accommodations plan/ documentation that substantiates a disability, as defined by the ADA.
 - A request must be submitted and approved by ACT

What Accommodation and Supports are Available on the ACT?

All accommodation and supports available for the ACT are outlined in the [ACT Accessibility Supports Guide](#).

How to Request Accommodation and Supports for Students?

Accommodations and English Learner Supports for students must be requested through ACT's Test Accessibility and Accommodations system (TAA). Staff will access TAA by logging in to their [Success.ACT](#) account. District Assessment Coordinators (DACs) can assist staff with access to Success.ACT and TAA. Staff must have a signed [Consent To Release Information Form](#) before information is entered in TAA and shared with ACT.

Resources:

- [Test Accessibility and Accommodations \(TAA\) User Guide](#)
- [Requesting Accommodations and English Learner Supports](#) (tutorial)
- [How to Create an Account for TAA](#) (tutorial)
- [October 25 Accommodations Training Webinar](#) (recording)

What Documentation is Required to be Submitted with the Request in TAA?

Formal documentation outlining a student’s need for accommodations or English Learner supports must accompany all requests entered into TAA. Examples of supporting documentation include:

- IEP/504 Plan
- Official Accommodations Plan
- English Learner Documentation
 - EL Proficiency Assessment Results (ACCESS testing)
 - Copy of student’s current schedule showing EL placement classes.

Resources:

- [Documentation Guidelines for Act Accommodation Requests](#)
- [Documentation Guidelines for ACT English Learner Support Requests](#)

Important Dates

TAA opened for the 2024 ACT testing on September 11 and schools **should begin entering accommodation requests immediately to avoid delay**. Below are important accommodation deadlines for 2024. **Dates are subject to change**. Review the [Schedule of Events](#) often.

Task	Deadline
Submitting Accommodation Requests	January 19, 2024
Request Reconsideration	February 2, 2024
Request Qualified Exception to Deadline (Test Window 1)	March 8, 2024
*Request Qualified Exception to Deadline (Test Windows 2 & 3)	March 15, 2024

*New for 2024 – ACT has added a second Qualified Exceptions to the Deadline period to allow additional requests to be submitted for Test Windows 2 and 3.

Additional Resources and Training

- All accommodation resources can be found on the [Wisconsin ACT Webpage, Step 3](#)
- Training opportunities, including accommodation related Office Hours are available on the [DPI ACT Trainings webpage](#).

Thank you for your contributions to a successful testing experience for all students.

Please contact the Office of Educational Accountability with any questions you might have: (608) 266-1075

ACT Help Desk

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<http://www.act.org/stateanddistrict/wisconsin>

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