

From: Braconier, Nicole L. DPI
Sent: Friday, April 21, 2023 3:31 PM
To: ACT and DAC listservs
Subject: WI PreACT Secure Statewide Assessment Update - April 21, 2023

Dear Educators,

Thank you for administering the spring 2023 PreACT Secure assessment. Below are a few reminders for the final week of testing. **Please forward this email to all applicable PreACT Secure testing staff.**

Final Testing Week

The last week of PreACT Secure will begin Monday, April 24. **Any 9th and 10th grade students who have not completed testing will need to test next week.** 2023 PreACT Secure testing will conclude on Friday, April 28.

Monitoring Testing

Schools can monitor test participation with the Testing Dashboard in PearsonAccess^{next}. Instructions on how to access and use the Testing Dashboard are located in the [PearsonAccess^{next} User Guide for the PreACT Secure](#).

Online Testing Wrap-Up Items

As the window comes to a close, it is important to complete the following post testing tasks.

- 1.) Review test participation to ensure all students have been tested. Schedule makeup testing the week of April 24.
- 2.) Ensure all test sessions have been stopped. If testing has been completed and sessions are showing “In-Progress,” remove all students who did not test (Ready status) and “Mark Complete” students who have completed testing.
- 3.) Verify that all testing administration forms have been completed.
- 4.) Enter “Not Tested Codes” for any student who did not test.
- 5.) Purge cached test content from all servers on April 28.

Resources:

[PreACT Secure Online Administration Manual](#)

- Removing Students from Test Session (p. 20)
- Stop Test Sessions (p. 36)
- Mark Student Test Complete (p.37)

[PreACT Secure Technical Guide for Online Testing -Purge Test Content](#)

Entering Not Test Codes

Students who did not take the PreACT Secure will need to be marked as “not tested” in PearsonAccess^{next} (PANext). Follow the instructions outlined in the [PreACT Secure Administration](#)

[Supplement - Entering Not Tested Codes to](#) complete this process. The deadline to enter Not Test Codes is **May 5**.

NEW - Importing Not Tested Codes

If you have a large number of Not Tested Codes to enter, you can upload them using the Student Registration Export. You must have the **Importer** role assigned in PearsonAccess^{next} to complete this process.

- 1.) Log into PAnext and select the high school profile you want to enter Not Tested Codes for.
- 2.) Then, go to **Setup>Import/Export Data**
- 3.) **Select Tasks> Check Import/Export Data>Start**
- 4.) Select **Student Registration Export** under Type and leave all other filters and selections. Then Process.
- 5.) Once file has been processed, **download and open file**.
- 6.) **Column S** is State Use Question (Not Tested Code). **Enter the single letter (A-H) that corresponds to the Not Tested Code** you want entered for each student.

Note: Do not alter any other data field except Column S. Altering other data will cause errors in your data.

- 6.) Once you have entered Not Tested Codes for each student, **save the file locally** with a name you can easily remember (ACT Student Registration Import_ Not Tested Codes).
- 7.) Log back into PAnext, **Setup>Import/Export Data**
- 8.) **Select Tasks> Check Import/Export Data>Start**
- 9.) Now select **Student Registration Import** under Type, leave DO NOT USE-ACT Use Only unchecked. Click **Choose File** and select the file you saved locally with Not Tested Codes entered then **Process**.

Note: The import process may take a few minutes to completed based on file size. You will receive a notification via email once the import has been processed.

- 10.) Once processed, you can verify the import was successful by reviewing the file details for any errors and/or by completing another **Student Registration Export**.

Returning Paper Accommodated Materials

Once paper accommodated testing is complete, pack and return all materials as outlined in the [PreACT Secure Test Administration Information Manual](#) (p.31). Use cycle code **902** for the site header and processing envelope. The deadline to return paper accommodated test materials is **May 12**.

Note: There are no test materials that need to be returned for online testing. All test administration forms (paper and online) and student authorization tickets must be held securely onsite for one year then destroyed.

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

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