



## NOTES FROM THE DIRECTORS

### **Urgent ACCESS for ELLs Roster/Pre-ID Information**

If your district has pushed your **entire** student roster to WISEdata, including ELP codes, you may disregard the following. If your district **has not pushed student information to WISEdata**, or has only pushed partial student information, and you will be testing ACCESS for ELLs, **the following is critical information:**

On 10/31, DPI should upload your 2015-16 ISES year-end data as your ACCESS for ELLs roster. This will be largely complete, but will have the following issues:

- Newly enrolled students, in particular kindergarteners, will not be on your roster.
- Students who have left your district will still be on your roster.

Check your student rosters in the WIDA AMS on 11/1 to determine which students were added by DPI and which you need to upload.

Please consult the 10/25 email from DRC for detailed instructions on how to upload the necessary rosters. Should you have any questions re: ACCESS rosters, please contact [Jesse Roberts](#).

### **Website Update: Strategic Assessment Systems**

The [Strategic Assessment Systems web page](#) was redesigned to emphasize the valuable resources available to support data and assessment needs in your district. The website was organized into three categories of information: Foundational Resources, which includes assessment charts, terminology, and videos; Cycles of Assessment which includes information and resources for formative, interim, and summative assessment; and Professional Learning which will soon include information on Professional Learning Communities, assessment toolkits, and assessment inventories to use within your district.

Another area within the Strategic Assessment System that will be expanded is the formative assessment webpage. Look for additional resources including an FAQ, diagrams, and other useful resources for teachers to effectively practice formative assessment within the classroom in the coming months. If you have specific questions in mind that you would like to see highlighted or clarified regarding formative assessment, please share your ideas with us, we would love your input!

Please email Lauren Zellmer, Education Consultant - Formative Assessment at [Lauren.Zellmer@dpi.wi.gov](mailto:Lauren.Zellmer@dpi.wi.gov) with questions or areas of interest regarding formative assessment practices

### **OSA OFFICE HOURS WEBINAR**

Our next OSA Office Hours webinar is scheduled for Thursday, November 3 from 9:30 - 10:30. We'll highlight data check-up/validation information, just-in-time updates, and answer your questions regarding statewide assessments. Access information for the webinar is as follows:

- From your computer, go to the [GlobalMeet login page](#).
- Choose "Enter as a guest."

- Enter your name and email address (you do NOT need to “Register”).
- Click “JOIN MEETING.”
- Connect audio. The preferred option is to “Call My Phone.” (*A supplemental calendar invite containing a one-page audio connection reference guide was emailed today as well.*)

If you are not able to join us, the recorded webinar will be available on our website within about a week.

~Viji

Viji Somasundaram, Director - Office of Student Assessment

### UPDATED REPORT CARDS

As I mentioned last week, OEA will be updating secure report cards in SAFE so you can review them prior to the public release. The updated secure report cards reflect any changes as a result of the inquiry process. They will be loaded on **Monday, November 7th**. We will notify district administrators when they are available. At that time, we will also provide talking points to superintendents as districts prepare for the public release on **Thursday, November 17th**.

To further aid local communications, we have created templates of three different parent letters. These letters are posted to both the [Report Card and the Accountability Resources web page](#). A sample media release will be available closer to the public release. As always, if you have any questions or comments please let us know: [oeaemail@dpi.wi.gov](mailto:oeaemail@dpi.wi.gov).

~Laura

Laura Pinsonneault, Director - Office of Educational Accountability

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## WISCONSIN STATEWIDE ASSESSMENT SYSTEM UPDATE

### FORWARD EXAM

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- **NEW - Online Technology Q & A Sessions - Save the dates!**
  - DRC will be hosting three online technology Q & A sessions to ensure that districts are ready for the 2017 administration of the Forward Exam. The dates and times are listed below. More information regarding registration will follow in future DAC Digests.
    - January 18, 1:00pm - 2:30pm
    - February 15, 1:00pm - 2:30pm
    - March 15, 1:00pm - 2:30pm
  - Reminder - A DTC training was also held earlier this month. The event was recorded and is now available on our [website](#).
- **REMINDER - 2017 eDirect Permissions**
  - Emails granting eDIRECT permissions for the 2017 administration of the Wisconsin Forward Exam were sent to DACs on 10/11. The emails were sent to existing and returning DACs. If you did not receive this communication, please first check your spam for an email address from the @datarecognitioncorp.com domain. Please contact the DRC helpdesk: email - [WIHelpDesk@datarecognitioncorp.com](mailto:WIHelpDesk@datarecognitioncorp.com); Phone - 800-459-6530.

## **ACT HIGH SCHOOL ASSESSMENTS**

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### **ACT with writing and ACT WorkKeys**

- **NEW - Test Coordinators can register for the Accommodations Q&A Training Webinar**
  - ACT will lead a webinar Q&A session on accommodations at 10am on November 16.
  - Register here: <https://act.ilinc.com/register/bwyyysp>
  - Following the webinar, a recording will be posted to the [DPI ACT Training webpage](#).
- **REMINDER - Test management systems will be available the week of November 7**
  - The timeline for ACT test administration starts later this year. The week of November 7, two online systems will be available for the statewide ACT administration:
    - (1) PearsonAccess<sup>next</sup>™ for test participation management and confirming test coordinator roles, and
    - (2) Test Accessibility and Accommodations System (TAA) for accommodations requests
  - Look for an email from ACT the week of November 7 with further instructions.
- **REMINDER - Welcome to Your Testing Program Letter**
  - On either the [DPI ACT web page](#) or the [ACT WI web page](#), please view the ACT and ACT WorkKeys [Welcome to your Testing Program Letter](#). This document includes a list of changes for 2016-17, common terms used, and a testing process overview.
- **REMINDER - Accommodations**
  - The window for test coordinators to submit requests for ACT-approved accommodations in the Test Accessibility and Accommodations System (TAA) for the ACT statewide exam is November 7, 2016 – January 20, 2017.

### **ACT Aspire**

- **REMINDER - Modified Test Times:** The test times for several Aspire test sections have changed. Please review the [ACT Aspire Test Times by Subject](#).

## **ACCESS for ELLs**

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- **NEW - Critical Roster/Pre-ID Info**
  - Over the last month, most districts worked with their SIS vendor to push their student data to WISEdata. However, some districts did not to complete that data push by 10/26. If you are one of these districts, the following will happen:
    - On 10/31, DPI should upload your 2015-16 Year-End information as your ACCESS for ELLs roster
    - This roster will not include new enrollees, in particular, your new kindergarten students.
    - This roster will include students who may have been reclassified below a 6.0 and students who have left your district.
  - Between now and 11:59pm on 11/2/2016, you must upload public-school student rosters for new students only. Prioritize students in grades K-3, as these students will most likely need Pre-ID labels for paper writing booklets. Again, if your SIS is pushing your full student roster with ELP codes to WISEdata, you do not need to complete this step.
  - See the email from DRC on 10/25 for more details.
- **REMINDER - State Checklist Released**
  - <https://www.wida.us/membership/states/WI/index.aspx>
    - Click on the ACCESS for ELLs 2.0 Checklist on the right for a document with dates for all parts of ACCESS for ELLs testing.
    - Modify and share as needed to support testing in your district.

- **REMINDER - Material Ordering Window Closes November 1**
  - ACCESS testing materials must be ordered by November 1.
    - Online tests, full Paper Tests, and specialty (braille, e.g.) tests
  - Paper Writing domain Booklets
    - Students in grades 1-3 will have these automatically sent with an Online order.
    - Students in grades 4-12 default to keyboarding and will **not** have these automatically sent.
    - The option to order grade 4-12 paper Writing domain booklets will occur during the Additional Materials window starting November 30th.
- **REMINDER - Districts who upload Private School Pre-ID files by November 2 will receive Pre-ID labels to be placed on booklets.**
- **REMINDER - WIDA-AMS and WIDA.us Accounts**
  - If you need accounts on either website, contact [Jesse Roberts](#) to ensure that your accounts are activated.
  - Please set up accounts for others in your district who need them.
- **REMINDER - Webinar Dates available [here](#).**
- **REMINDER - Updated training materials for 2016-2017 are available on the [WIDA website](#).**

## Dynamic Learning Maps (DLM)

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- **REMINDER - DLM Wisconsin Webpage-** DLM® staff have been working on providing the consortium with a new, more user-friendly website that will be made available to everyone tomorrow morning, October 20, 2016. When opening the [Wisconsin webpage](#), you will see the new design layout with clickable dropdown categories of:
  - Manuals and Blueprints;
  - Videos, Training, and Educator Resources;
  - Templates; Scoring and Reporting; and
  - Supplemental Resources.

Other popular pages are accessible using the blue ribbon at the top of each page. Although the state page URLs did not change, many other pages have new URLs. Please browse through the site and update your bookmarks as necessary since previously bookmarked pages could be broken. We hope this update makes it easier for users to efficiently access the documents they need.
- **REMINDER -** DPI will be updating the school and district list found in [KITE Educator Portal](#) beginning the week of October 24. This update will delete Individual Student Reports *ONLY* for students who attended a school in the 2015-16 school year that has since closed or been assigned a new school code in the 2016-17 school year. Districts should download and save all Individual Student Reports prior to the update to ensure that these records are maintained.
  - **REMINDER -** The ***bundled*** version of DLM ISRs in [Educator Portal](#) is now functioning correctly. The bundled version of the ISRs allows districts to print multiple student reports at the school-level at one time. All reports (individual and bundled) are available only to those with the roles of District Superintendent, District Test Coordinator, and Building Test Coordinator. Please download and share with teachers and parents. Refer to the bottom of the [DLM Data and Results webpage](#) for helpful resources related to the DLM ISRs.
- **REMINDER -** DACs should not give out, loan, or share their passwords with others in their districts. Should district assessment coordinators need to provide Educator Portal access to additional users, they should create a 'District User' account for that individual. The role of 'District Test Coordinator' can only be assigned by [DPI](#). Should DLM suspect a user account

has been compromised (i.e. shared login/password information with multiple users), they will deactivate the account in an attempt to protect access to student information in Educator Portal.

## **National Assessment of Educational Progress (NAEP) selected schools only**

- **NEW** - State NAEP Science grades 4 and 8 results from the 2015 administration will be publically released on Thursday, October 27. Watch for news on how students in Wisconsin performed compared to previous years and compared to their peers in other states.
- **REMINDER** - The student list submission “e-file” is due by the end of this week.
  - Designated school coordinators should follow the instructions and use the excel template posted on [MyNAEP](#). E-files are due **October 31**.
  - For assistance with e-filing or MyNAEP please contact the [NAEP Help Desk](#) or 800-283-6237.
  - All other questions can be directed to [Angela Dugas](#), Wisconsin NAEP State Coordinator.

## **DAC DIGEST DIGESTIBLES** *(New items added this week are designated in bold)*

Important Dates to Remember		
October	4 - November 1: Test material ordering window	ACCESS
	4 - November 1: Pre-ID upload window for non-public schools	ACCESS
	3 - 31: NAEP schools submit student list via “e-filing” on MyNAEP	NAEP
November	1: Last day for Ordering, Private School Pre-ID file upload due	ACCESS
	3: OSA Office Hours Webinar (9:30 - 10:30)	General
	7 - December 16: DACs and test coordinators manage participation information in PearsonAccess <sup>next</sup> ™	ACT
	7 - January 20: Test Coordinators may submit requests for ACT-approved accommodations in the TAA	ACT
	16: ACT Accommodations Q&A training session webinar (10am) <a href="#">Register here</a>	ACT

Important Tasks to Remember	
<input type="checkbox"/> Review and/or share information from 10/12 DTC training (recording <a href="#">available here</a> )	Forward
<input type="checkbox"/> <a href="#">Register</a> for the Accommodations Training Webinar <input type="checkbox"/> Review “ <a href="#">Welcome to your Testing Program</a> ” Letter <input type="checkbox"/> Note ACT, ASPIRE, and WorkKeys 2018 administration dates; communicate to relevant team members	ACT High School Assessments
<input type="checkbox"/> Ensure user accounts are up-to-date on WIDA.us, WIDA-AMS.us websites <input type="checkbox"/> Note webinar dates; share with district staff who may be interested <input type="checkbox"/> Order Test Materials: Online, Paper, Specialty tests <input type="checkbox"/> Upload Private School Pre-ID file if necessary	ACCESS
<input type="checkbox"/> Update secure browser for <a href="#">DLM KITE Client</a> <input type="checkbox"/> Add new users to <a href="#">Educator Portal</a> <input type="checkbox"/> Encourage test administrators to complete the <a href="#">required test administrator training</a> as early as possible <input type="checkbox"/> Print and distribute DLM Individual Student Reports (ISRs)	DLM

<input type="checkbox"/> Ensure relevant team members are aware of the information regarding reading readiness assessment at <a href="#">Reading Readiness Overview</a> and <a href="#">Reading Readiness FAQ</a>	Reading Readiness
<input type="checkbox"/> Register for myNAEP and monitor/support your schools as they complete NAEP pre-assessment tasks	NAEP (selected schools only)

### Online Resource Highlights\*

*As new resources are posted to our website, we will include them here for your convenience. This is NOT an exhaustive list, but meant to highlight resources with significant relevance to our upcoming test windows.*

Resource	Description	Assessment
<a href="#">Technology User Guide</a>	This user guide describes how to configure, install, manage, and troubleshoot DRC INSIGHT	Forward
<a href="#">DTC Training</a>	Recorded District Technology Coordinator Training	Forward
<a href="#">Spring 2017 and 2018 ACT and Workkeys Calendar</a>	Provides 2017 and 2018 assessment window dates	ACT/WorkKeys
<a href="#">Welcome to your Testing Program Letter</a>	Includes a list of changes for 2016-17, common terms used, and a testing process overview.	
<a href="#">ACCESS for ELLs Calendar</a>	Provides an overview of relevant 2016-17 dates	ACCESS
<a href="#">WIDA Resources</a>	Revamped training and manuals for 2016-17	
<a href="#">DLM Data &amp; Results resources</a>	A sample parent letter for distribution with ISRs A one-page guide to downloading ISR reports	DLM
<a href="#">OSA Office Hours Webinar</a>	The DAC Resources and Trainings page will house our recorded webinar, as well as the accompanying PPT	General
<a href="#">Report Card Resources</a>	Various resources to assist in understanding, explaining, and using the 2015-16 School and District Report Card data	OEA