



## NOTES FROM THE DIRECTORS

### UPDATE ON SECURE REPORT CARDS

We are planning to release updated secure report cards in SAFE next week. We will not be releasing them on 11/7; it has been pushed back as we continue to work through inquiries. There are three situations in which an update may have been applied – one is new and noteworthy!

1. Changes resulting from an **inquiry process** (e.g. ECD rates were corrected)
2. **ACT ELA test participation** (i.e. 11<sup>th</sup> graders who took any 2 of 3 ELA subtests are now counted as test participants)
3. District report cards will no longer include a **test participation deduction**. In light of the scope of test participation deduction questions, our ongoing efforts to balance state and federal requirements, and the transition to ESSA over the next year (in which there is only school accountability, no district accountability), we feel this is an appropriate change. Test participation rates will still be reported on district report cards so any changes resulting from an inquiry would be reflected. Test participation deductions will still apply for School Report Cards, as test participation requirements are part of federal accountability mandates.

We will notify district administrators when we know the date for releasing the updated secure report cards in SAFE. That notification will point out these three situations in which they should pay particular attention to updated scores.

Thank you for helping communicate this information. Please let us know if you have any questions ([oeamail@dpi.wi.gov](mailto:oeamail@dpi.wi.gov)).

~Laura

Laura Pinsonneault, Director - Office of Educational Accountability

### OSA OFFICE HOURS WEBINAR

Our next OSA Office Hours webinar is scheduled for tomorrow - 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 last week as well.*)

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

**NOTIFICATION FROM DPI IT - *Please share with your school & district technology coordinators:***

The DPI IT Teams would like to notify you that one of the DPI database systems will be undergoing maintenance on November 4th and November 5th. Because of this maintenance a few applications that you use will not be available to you.

As of 4pm on November 4th the following public applications will be unavailable:

- District Security Administrator Lookup
- District and School Report Cards
- School District Performance Report

As of 4pm on November 4th the following secure applications will be unavailable:

- Secure Home
- P20 WSN Lookup Web Service
- WISEdash for Districts
- ASM Access Viewer
- District Administrator Lookup
- Secure Access File Exchange (SAFE)

There are multiple applications that are accessible through Secure Home. While the applications themselves will not be down they will not be able to be accessed through Secure Home during this time. These applications include CTE Skills, ASM, Ed-Fi Credential, IEP PTP, SPR, School Directory, TEPLD Background Check, DOR, and PDP, WISEdata Portal, WISEgrants, WISEid, and WISEstaff

We anticipate that all applications will be available again by 4pm on November 5th. After 4pm on November 5th please feel free to contact us with questions and issues using the WISEsupport request form: <http://dpi.wi.gov/wisedata/help/request>.

**REQUEST FOR VOLUNTEERS- *PLEASE FORWARD TO TEACHERS***

Wisconsin is part of the DIAMOND (Data Informed Accessibility – Making Optimal Needs-based Decisions) Grant managed by Dr. Martha Thurlow, Principal Investigator, of the National Center on Educational Outcomes (NCEO), University of Minnesota. DIAMOND is seeking general education and EL teachers to participate in a study of teachers' classroom accessibility and accommodations decision-making practices for K-12 students. If you are interested to participate in this study, we would ask you to share your thoughts about decision making for classroom accessibility and accommodations for K-12 students. To do so, you will be asked to use the secure online focus group website to type responses to questions and to other participants' comments. Participation will take less than 30 minutes per questions to respond to each of the seven focus group questions. You will receive a gift card for your participation, if you are selected to participate.

If you are interested in possibly being selected to participate in this study, please send an email to Linda Goldstone ([nceodiam@umn.edu](mailto:nceodiam@umn.edu)) within the next week. The selection of participants for the online focus group will be completed by November 11, 2016.

Thank you,

~Viji

Viji Somasundaram, Director - Office of Student Assessment

# WISCONSIN STATEWIDE ASSESSMENT SYSTEM UPDATE

## FORWARD EXAM

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- **NEW - Forward Exam 2017 DAC Trainings**
  - DRC and DPI will be holding DAC training sessions across the state from January 30th - February 3rd to help districts prepare for the 2017 administration of the Forward Exam. Trainings will be held in the CESAs listed below. Venues and timings are in the process of being finalized and will be published in the coming weeks.
    - CESA 1
    - CESA 5
    - CESA 7
    - CESA 10
    - CESA 12
  
- **REMINDER - 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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- **NEW - 2017 Checklists of Dates**
    - The schedules of events for [ACT/ACT WorkKeys](#) and [ACT Aspire](#) are now posted to the [DPI ACT Calendar page](#). Click on the icons to download each checklist.
  
  - **NEW - Q&A Training Session Webinars**
    - ACT will host Q&A Training Session Webinars for the 2017 statewide high school assessments. Please mark your calendar and register at the links below. Registration closes 48 hours before each webinar. Following each webinar, a recording will be posted to the [DPI ACT Training webpage](#).
      - Nov 16, 10am - ACT Accommodations - Register [here](#)
      - Jan 12, 10am - ACT Test Administration #1\* - Register [here](#)
      - Feb 2, 10am - ACT Test Administration #2\* - Register [here](#)
      - Feb 22, 2pm - Aspire Technology Readiness - Registration info coming later
      - Mar 30, 10am - Aspire Test Administration - Registration info coming later
- \*Note: Each test administration session covers unique content.

## ACT with writing and ACT WorkKeys

- **NEW - Pearson Access Next System Available November 7 for managing contacts**
  - Beginning November 7, the Pearson Access Next system used for ACT and WorkKeys test administration activities will open and Test Coordinator contacts can be added or changed.
  - For school Test Coordinator contact info updates, DACs need to log into Pearson Access Next to make updates.
  - Instructions for how to navigate Pearson Access can be found under the Pearson Access Next Guides tab of the [Wisconsin State Testing Website](#), or on the [DPI ACT Resources page](#).
  - Look for an email from ACT coming soon with further instructions on how to log in.
- **NEW - Test Accessibility and Accommodations System (TAA) Available November 7**
  - Beginning November 7, the TAA system will be available for submitting ACT-approved accommodations requests.
  - Look for an email from ACT coming soon with further instructions on how to log in.
  - The window for test coordinators to submit requests for ACT-approved accommodations in the TAA System for the ACT statewide exam is November 7, 2016 – January 20, 2017.
- **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.

## 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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- **REMINDER - Roster/Pre-ID Info**
  - **Before 11:59pm on 11/2/2016**, you may upload any missing students into the WIDA AMS.
  - Students added before this deadline will get Pre-ID labels for booklets, and you will not need to bubble in student information. Students added after this deadline will not get labels.
- **NEW - WIDA/DRC Software Available Today**
  - On 11/1 WIDA/DRC were scheduled to release the versions of the TSM and INSIGHT that will be used for ACCESS testing this year. This release was delayed due to a small number of bugs identified in the final round of testing.
  - Bug fixes and testing proceeded more quickly than expected, and software will be available this afternoon in the WIDA AMS.
    - All Applications > General Information > Technology Downloads
- **NEW - Material Ordering Window Closed November 1**
  - Additional Paper materials will need to be ordered on or after 11/30 during the Additional Materials Window. They will ship with 1-2 day shipping.
- **REMINDER - State Checklist Available**
  - <https://www.wida.us/membership/states/WI/index.aspx>
- **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)

- **NEW- State Organization Structure Updated-**
  - DLM has updated the state organizational structure in [KITE EDUCATOR PORTAL](#) based upon 16-17 district updates. Please verify your district and building names. Contact [Kristen Burton](#) if you have any questions.

## Assessment of Reading Readiness

- **NEW- PALS Data Sharing Agreement**
  - Districts that are currently using PALS and wanting results from the fall screening to be displayed in WISEdash will need to authorize the Department to receive this data from PALS. The data sharing agreement can be found at: [Data sharing FAQ](#). Once signed, the data sharing agreement should be scanned and emailed to [Duane Dorn](#).

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

- **The student list submission “e-file” was due Monday 10/31.**
  - Angela sent reminder emails this morning to designated NAEP School Coordinators in the handful of schools that missed the deadline. She will contact DACs for assistance with any schools that still have not submitted files by the end of the week.

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

Important Dates to Remember		
November	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
	21: Test Setup Opens	ACCESS
	30: Materials Arrive; Additional Material Ordering Window Opens	ACCESS
December	<b>6: (TUESDAY) Test Window Opens</b>	<b>ACCESS</b>
	16: Deadline to manage participation and contacts in PearsonAccessNext	ACT
January	6: Recommended deadline to complete enrollment/user/roster uploads for participation in spring testing	DLM
	13: Recommended deadline to complete First Contact and PNP for participation in spring testing	DLM

Important Tasks to Remember	
<ul style="list-style-type: none"> <li><input type="checkbox"/> Review and/or share information from 10/12 DTC training (recording <a href="#">available here</a>)</li> </ul>	Forward
<ul style="list-style-type: none"> <li><input type="checkbox"/> Review <a href="#">ACT/ACT WorkKeys</a> and <a href="#">ACT Aspire</a> checklists of dates.</li> <li><input type="checkbox"/> <a href="#">Register</a> for the ACT Accommodations Training Webinar</li> <li><input type="checkbox"/> Review "<a href="#">Welcome to your Testing Program</a>" Letter</li> </ul>	ACT High School Assessments
<ul style="list-style-type: none"> <li><input type="checkbox"/> Complete training for test administrators. Check status on wida.us website.</li> <li><input type="checkbox"/> Plan for technology installation and system readiness testing</li> <li><input type="checkbox"/> Ensure rooms and technology are reserved</li> <li><input type="checkbox"/> Hold IEP meetings to determine accommodations needs</li> <li><input type="checkbox"/> Plan for materials delivery, inventory, and distribution</li> <li><input type="checkbox"/> Plan for Additional Materials Ordering window, if necessary</li> </ul>	ACCESS
<ul style="list-style-type: none"> <li><input type="checkbox"/> Update secure browser for <a href="#">DLM KITE Client</a></li> <li><input type="checkbox"/> Add new users to <a href="#">Educator Portal</a></li> <li><input type="checkbox"/> Encourage test administrators to complete the <a href="#">required test administrator training</a> as early as possible</li> <li><input type="checkbox"/> Print and distribute DLM Individual Student Reports (ISRs)</li> </ul>	DLM
<ul style="list-style-type: none"> <li><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></li> </ul>	Reading Readiness
<ul style="list-style-type: none"> <li><input type="checkbox"/> Register for myNAEP and monitor/support your schools as they complete NAEP pre-assessment tasks</li> </ul>	NAEP <i>(selected schools only)</i>

Online Resource Highlights*		
<i>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.</i>		
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 Checklist of Dates</a>	2017 dates and deadlines for ACT and WorkKeys administration	ACT/WorkKeys
<a href="#">PearsonAccessNext System Basics</a>	Guide for logging in and general usage of PearsonAccessNext test administration portal.	
<a href="#">Managing Contacts in PearsonAccessNext</a>	Guide for managing contacts and test participation in PearsonAccessNext test administration portal.	
<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="#">Spring 2017 Checklist of Dates</a>	2017 dates and deadlines for Aspire administration	Aspire
<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