Dear Parent/Guardian:

Wisconsin students in grades 3-8, and 10, will be participating in the Forward Exam during the March 22 – May 14, testing window. State assessments, including the Forward Exam, are required by both State (Wis. Stat. § 118.30) and Federal ESSA (Every Student Succeeds Act) Law. Participation in State assessments can help determine the impact the pandemic has had on academic achievement and equity. Equitable testing is important because clearly knowing the performance of all students is the first step in closing achievement gaps. We must know exactly which gaps exist, the size of the gaps, and the persistence of the gaps. Our school is scheduled to take the Forward Exam \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

In-person assessment is the only viable method for the state assessments. The company who produces the test has no remote (virtual) testing option available. Proctored, on-site testing ensures standardized administration that includes equitable access to technology and optimal testing environments, test security, and validity.

We are taking every precaution to ensure a safe testing environment. We are following procedures recommended by the Center for Disease Control (CDC) and Department of Health Services (DHS) including social distancing, flexible schedules and the frequent sanitization of student spaces and equipment. *[Please customize to fit your school’s plans and/or include a local planning document.]*

The Forward Exam tests students in the areas of English language arts (ELA), mathematics in grades 3-8, science in grades 4 and 8, and social studies in grades 4, 8, and 10. One or more subtests may be administered daily during our selected time frame. Please make sure students are healthy before sending them to school. Keep students home who are ill or have been exposed to COVID-19. Students not in school on testing days will be scheduled for a make-up test prior to the close of the testing window.

Enclosed is a *Forward Exam Information for Families* brochure that gives more information about the assessment. The Forward Exam measures the knowledge and skills students should have for their grade-level. Their performance on the assessment will not affect their grades. Please encourage students to take the test seriously and do the best they can. The results of these tests will be used to help school staff make determinations regarding curriculum, placement, and services to best support students.

*[Include information about materials students will need to bring on testing day (e.g. Device, headset, charging cable, mouse, mousepad).]*

If you have any questions, please contact \_\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Thank you,

*[Name]*, Principal