



The DAC Digest

Assessment & Accountability Updates

January 15, 2025

Assessment

Reminders:

Verify Student Data

DPI will load student data from WISEdata into the DRC INSIGHT Portal (Forward) and PearsonAccess^{next} (ACT with writing and PreACT Secure). To ensure that you have the correct roster of students for testing, please make certain that your student enrollment and demographic **data are correct in WISEdata** before the end of the day on **January 23** for the ACT and Pre-ACT and before the end of the day on **January 27** for the Forward Exam.

District Assessment Coordinator (DAC) Confidentiality Agreement

DACs from districts administering the ACCESS for ELLs who have not already completed the 2024-25 [DAC Confidentiality Agreement](#) should do so now and submit to OEA as soon as possible. See the [November 6 DAC Digest](#) for specific instructions on how to complete and submit the form.

ACCESS for ELLs

Reminders:

Alt-ACCESS Exit Criteria

DPI has set exit criteria for the Alternate ACCESS for ELLs at an Overall Composite Proficiency Level of 5. If you have students who scored at this level on the 2023-24 Alt-ACCESS, you should exit them as you would any other EL attaining full English proficiency. They do not need to take ACCESS this year or going forward. These students will be considered former ELs (ELP Code 6) and should be monitored and supported as such after exiting.

Kindergarten ACCESS Page Number Issue

The test and content are accurate, and the booklet is fine to use. However, the page numbers do not match with the test administration script and the training materials.

If you have already administered the K-ACCESS, you can send it back as normal, and it will get scored. If you have not administered the K-ACCESS, you have two options:

- Administer it as normal in the current booklet, understanding that the page numbers are off.
- Use the replacement booklets sent by DRC the week.



If you choose to administer the K-ACCESS in the new booklets, you can use the current student labels on those booklets. If you have already applied the labels to the current booklets, please put an 'X' through the barcode with a marker to indicate that booklet is not being used, and bubble in the student's WISEid on the new booklet. DRC will go through the booklets and manually match the new booklets to the old label when they see it crossed out. If you do not use the replacement booklets, simply apply the return shipping label and return them.

Student Transfers

If a student moves into your district from another Wisconsin school district, please use the [Student Transfer Request for ACCESS for ELLs form](#) to request a transfer.

Additional Materials

The Additional Materials window is now open. Please refer to the email from DRC on November 15 for ordering instructions. DRC ships to most of Wisconsin with two-day shipping.

ACT

New:

IMPORTANT: ACT Accommodations - Due January 24

The last day to request ACT Accommodations and EL Supports is January 24. This is a firm deadline.

Accommodations requests submitted after this date will not be approved unless a unique circumstance warrants a [Qualified Exception to Deadline](#). Resources on how to enter accommodations can be found on the [Wisconsin ACT Website, Step 3 - Accommodation](#). Please reach out to [Nikki Braconier](#) immediately if you are having difficulties with an approval.

Office Hours - Verifying Enrollment

ACT and DPI will be hosting an Office Hour webinar on verifying your student roster on January 21, 10-11am. Visit the [DPI ACT Trainings webpage](#) to register for this event and additional training opportunities. All trainings and office hours are recorded.

PreACT Secure

New:

PearsonAccess^{next} Opens January 27

On January 27, the PreACT Secure portal will open within [PearsonAccess^{next}](#) (PAnext) for the spring 2025 administration. Once the portal is open, DACs will automatically have access through the assessment drop down menu using their existing PAnext account credentials. DACs will need to create accounts and grant user access to the PreACT Secure portal for all testing staff. Instructions on how to create accounts and/or update existing accounts can be found in the [PersonAccess^{next} User Guide for the PreACT Secure](#).



Test Administration #1 Training Webinar

ACT and DPI will host the first of three PreACT Secure training webinars on January 28, 12-1pm. To register for this training and all training opportunities, please visit the [DPI PreACT Secure Trainings webpage](#). All trainings and office hours are recorded.

DLM

Reminders:

Training

In order for a teacher to be able to administer the DLM they need to complete the required teacher training. Teachers who are new to DLM or did not complete training last year need to complete the new teacher training. Returning teachers who completed the training last year need to complete the returning teacher training this year. Please encourage teachers to complete the training as soon as possible.

Rosters and Users

Please make sure that all Test Administrators and students have been added and updated in Educator Portal. In order for teachers to complete the first contact surveys, students need to be rostered to the teachers. Please also confirm users are up to date and that any users that do not require access are removed. If you have any questions about rosters and users, please contact [Mike Peacy](#).

Forward Exam

Reminders:

2024 Forward Exam Resources

The DRC INSIGHT Portal Guide and the Test Administration Manual was made available January 8 on the [Forward Exam Resources webpage](#).

2024 Forward Exam Trainings

The Forward Exam required video trainings for District and School Assessment Coordinators (DACs/SACs) and Test Administrators (TAs) are now available on the [Forward Exam Trainings webpage](#). There are three training presentations, each with information targeted to a specific audience.

- **DAC/SAC Training** - This training is for new DACs/SACs and any other DACs/SACs who would like a detailed refresher that covers all aspects of Forward Exam administration. *DACs/SACs are required to view either this full training or the updates training based on experience level and knowledge of the Forward Exam Administration and Management.*
- **DAC/SAC Updates Training** - This training provides reminders and updates for the upcoming Forward Exam administration and is intended for DACs/SACs who have participated in the



Forward Exam training in prior years and feel comfortable with the process enough to receive only the updates.

- **Test Administrator (TA) Training** - This training is required for all TAs and covers all information TAs need to prepare for and administer the Forward Exam. DACs should ensure that all TAs view this training.

Test Monitoring Application (TMA)

New for the 2025 Forward Exam Administration, districts will have **the option (not required)** to use The Test Monitoring Application (TMA) in the DRC INSIGHT Portal. The TMA allows Test Administrators (TAs) to restrict student access to the Forward Exam during the login process and monitor student status (e.g., progress, inactivity, completed) during testing. Information displayed on the Test Monitoring Dashboard updates in real time. The TMA provides an additional method to monitor student progress and status during the exam, however it should not replace physical monitoring of the classroom that is currently done. TAs will need to continue to walk around the room and visually monitor students to detect if students are using any electronic devices and to ensure students are focused only on their assessment. More information about the TMA is available in the [DAC/SAC and TA video trainings](#), the [Test Administration Manual](#), and the [DRC INSIGHT Portal Guide](#).

Technology Resources

There are several [Technical Bulletins](#) and ["How To" Informational handouts](#) available on the [Forward Exam Technology Requirements and Resources webpage](#). These supplemental materials may be of use to District and School Technology Coordinators and staff as preparation work for the Forward Exam begins.

Reminders:

Forward Exam Student Preparation

The Forward Exam Practice Test, for each tested grade and content level, is available year round on the [Forward Exam Practice Test webpage](#). The Practice Test is not scored, and the online version does not save responses. Accessible Practice Tests are available for students who need to practice Spanish stacked translation, VSL, masking, and color choice tools. Braille Practice Tests can be ordered by DACs by contacting the DRC Help Desk. The [Student Tutorial videos](#) are designed to help students become familiar with the online testing environment and should be used in conjunction with the practice test. Student tutorials are available **year-round**, and the Spanish tutorials were made available on January 7.

NAEP and International Assessments

(for schools selected to participate in 2023-24 and 2024-25 assessments only)

New:

Updates for Each NAEP Assessment

Each of the NAEP assessments this year have different timelines and tasks. DACs can review emails from [Angela Dugas](#) or look at the NAEP Assessment Management System ([NAEP AMS](#)) to confirm which of

their schools are in each assessment program. DACs who have not already registered for the NAEP AMS and would like to can contact [Angela Dugas](#) for a registration link. Additionally, there are schools participating in an international assessment.

Here's a summary of where we are in each of the assessment programs (**updates are in bold**):

NAEP Assessment	Test Window	Task Summary
NAEP Long-Term Trend (LTT) age 13	October 7 - December 13	<ul style="list-style-type: none"> Thank you to the schools that participated in LTT age 13. All LTT age 13 testing in Wisconsin has been completed.
NAEP LTT age 9	January 6 - March 14	<ul style="list-style-type: none"> School Coordinators can begin working on the <i>Pre-Assessment Activities</i> in the NAEP AMS, which include scheduling a planning meeting with the Field Staff representative, providing/updating student information, completing assessment logistics information, and notifying parents. These tasks need to be completed before the scheduled assessment.
NAEP LTT age 17	March 17 - May 23	<ul style="list-style-type: none"> NAEP Field Staff will begin reaching out to designated School Coordinators beginning this week to introduce themselves and review the upcoming tasks for schools to prepare for testing.
NAEP Field Test (grades 4, 8, and 12)	January 27 - March 7	<ul style="list-style-type: none"> Schools will participate in the assessment using either NAEP devices or school devices. Schools using school devices should have an Application Installer identified. Communication has been sent to the installers about preparing school devices for testing. School Coordinators can begin working on the <i>Pre-Assessment Activities</i> in the NAEP AMS, which include scheduling a planning meeting with the Field Staff representative, providing/updating student information, completing assessment logistics information, and notifying parents.
Program for International Student	March 17 - May 9	<ul style="list-style-type: none"> PISA districts and schools were originally notified over the summer. Additional schools are being added to the national sample to ensure that the U.S. can produce valid



NAEP Assessment	Test Window	Task Summary
Assessment (PISA) (age 15)		<p>results. If a new school is added, we will first notify the district and then the school.</p> <ul style="list-style-type: none"> • Schools can now submit their student lists; the window to submit the lists will stay open until March. After student lists are submitted, the sampled student list will be available on schools' mypisausa.us. • Support for schools is available at PISAHELP@westat.com.

See the [NAEP webpage](#) for information and resources. Contact [Angela Dugas](#) with any questions. For help with the [NAEP AMS](#), contact the NAEP Help Desk at NAEPHelp@westat.com or (800) 283-6237.

Reading Readiness – Early Literacy Assessment

New:

Syncing Rostering Data with WISE

As districts continue to implement automated rostering between WISEdata and aimswebPlus, we understand there may be rostering changes you wish to see outside of the regularly scheduled 7pm CT daily sync. If your district wishes for a data import during the business day (Monday-Friday, 6am – 6pm CT), please contact Pearson's Customer Support at (866) 313-6194, option 1.

Spring Grade 3 Spanish Listening Comprehension

Beginning with the spring 2025 administration, the Grade 3 Spanish Listening Comprehension assessment will now be available to input results online. A Digital Record Form has been created for results to be entered into aimswebPlus.

Reminders:

Mid-year Early Literacy Assessment Administration

The aimswebPlus mid-year early literacy assessment window is open until January 31. Below are some available resources and support for districts seeking additional guidance.

- [Wisconsin Website](#) FAQs:
 - [Rostering FAQs](#)
 - [Training FAQs](#)
 - [Content FAQs](#)
- Pearson Customer Support:
 - Email: aimswsupport@pearson.com
 - Phone: (866) 313-6194 (option 1 for general support, option 2 for technical support)

Office Hours Support is available online every 1st and 3rd Tuesday at 3:30pm CST, as well as every 2nd and 4th Thursday at 11:30am CST to answer your questions in real time. A schedule of all dates for Office Hours is available on the [Pearson/WI website](#).

Braille Materials for the Mid-year Administration

Districts can now order accommodated braille materials for the mid-year administration. Materials can be ordered using the [Act 20 2024-2025 Braille Survey](#). At this time, we ask that districts only request materials for registered students that utilize braille in the classroom. Materials should be ordered based on a current need, not an estimate of anticipated future need.

Permission for Large Print (and other test material modifications)

Changes or modifications to testing materials (including permission for large print) requires written permission from Pearson. The purpose is to ensure the large print accommodation is being used only in situations where there is a true student need, as communicated by the district. It helps mitigate against overuse of the accommodation for students with no IEP/504 plan or other genuine need, which could potentially create an inadvertent advantage for other students. Fill out the [Permission Granting Requests form](#) and the Pearson Permissions Team will work with you on your request. Please note that once approval is given, this provides your district with permissions to enlarge the test material locally.

New Resources

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

Resource	Description	Assessment
DRC INSIGHT Portal Guide	Guide to help DRC INSIGHT Portal users manage user permissions, student information, and testing responsibilities.	Forward
Test Administration Manual	This manual provides Forward Exam test administrators with information about policies and procedures, student and classroom preparation, troubleshooting, and the test administration script for TAs.	Forward
DAC/SAC Training	Training for new DACs/SACs and any other DACs/SACs who would like a detailed refresher that covers all aspects of Forward Exam administration.	Forward

Resource	Description	Assessment
DAC/SAC Updates Training	Provides updates for the upcoming Forward Exam administration and is intended for DACs/SACs who have viewed the full training in prior years and are comfortable with the Forward Exam administration.	Forward
Test Administrator Training	Training that is required for all TAs and covers all information TAs need to prepare for and administer the Forward Exam.	Forward
Educator Involvement Application	Educators may apply for Alignment Study and/or New Item Review.	Forward

Important Dates to Remember

Be sure to refer to each specific assessment calendar for a complete list of key dates.

Date	Event	Program
January 6 - March 14	NAEP Long-Term Trend age 9 assessment window (<i>for selected schools only</i>)	NAEP
January 21	Office Hours - Verifying Student Roster	ACT
January 24	Deadline to enter ACT Accommodation/EL Support Request	ACT
January 27	PreACT Secure portal opens in PAnext. Rosters available.	PreACT Secure
January 27-31	Verify ACT Student Rosters in PAnext	ACT
January 27 - March 7	NAEP Field Test (grades 4, 8, 12) window (<i>for selected schools only</i>)	NAEP
January 28	PreACT Secure Test Administration #1 Training Webinar	PreACT Secure
January 28	WISEdata student data file upload to DRC INSIGHT Portal	Forward
January 31	Test window closes	ACCESS
January 31	Mid-year assessment window closes	Early Literacy



Date	Event	Program
February 4	PreACT Secure Office Hours	PreACT Secure
February 11	All materials due back to DRC	ACCESS
February 11	Test Administration #2 Training Webinar	ACT
February 19	Pre-Reporting Data Validation Window opens	ACCESS
February 27	Pre-Reporting Data Validation Window closes	ACCESS



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 Office of Educational Accountability
 (608) 267-1072

<https://dpi.wi.gov/assessment/correspondence>

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