



# The DAC Digest

Assessment & Accountability Updates

January 18, 2023

## ACCESS for ELLs

### Reminders:

#### Test Window Closing

The ACCESS for ELLs test window closes on January 27.

### Materials

Please return completed test materials as soon as possible; there's no need to hold onto materials until the end of the test window. If you need additional yellow District/School labels for students who did not get a Pre-ID label, please email [Jesse Roberts](#) with the district and school names and numbers, along with the number of labels needed.

### Alternate ACCESS for ELLs Field Test

Students who are English Learners with IEPs indicating they are taught to the alternate academic content standards (Essential Elements) are eligible to take Alternate ACCESS. Students who took Alternate ACCESS this year, as well as students in Kindergarten who meet these criteria are expected to take the Alternate ACCESS field test during the February 14-April 17 window. As this impacts around 500 students in Wisconsin, not every district will have eligible students. Participation of eligible students is important for developing the new Alternate ACCESS.

DRC will ship Alternate ACCESS field test materials based on students who took the test last year. These materials will arrive on February 7. On this date, WIDA will also open a Google form for additional materials orders. Please order materials for eligible students in grades K-1, as well as any eligible students who have enrolled in your district in the past year. More information can be found in our [informational flier](#), as well as on the [WIDA website](#).

## ACT

### New:

#### ACT Accommodations - Due January 20

The last day to request ACT Accommodations and EL Supports is **January 20. 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](#).



## Verify Student Rosters in PearsonAccess<sup>next</sup> - January 23-25

On January 20, DPI will load school ACT student rosters into [PearsonAccess<sup>next</sup>](#). Testing staff will have from **January 23-25 to verify that student enrollment** is correct and indicate testing mode for each student (paper or online). DPI and ACT will send out detailed instructions via email on how to complete this task. Instructions and resources can also be found under [Step 2, Configuration: Verify Enrollment Counts on the Wisconsin ACT webpage](#).

## PreACT Secure

### New:

#### PearsonAccess<sup>next</sup> Opens January 23

On January 23, the PreACT Secure portal will open within [PearsonAccessnext](#) (PANext) for the spring 2023 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<sup>next</sup> User Guide for the PreACT Secure](#).

#### Student Roster Upload

DPI will load PreACT Secure student rosters into PANext on January 20. On January 23, schools can begin verifying rosters and assigning accommodations. DPI and ACT will send out detailed instructions via email on how to complete these tasks. Instructions and resources can also be found in the [PersonAccess<sup>next</sup> User Guide for the PreACT Secure](#).

#### Upcoming PreACT Secure Trainings

Visit the [DPI PreACT Secure Training webpage](#) to register for these upcoming PreACT Secure trainings:

- ACT Office Hours #1 - January 25, 10:00-11:00 am
- Test Administration #1 webinar - February 1, 10:00-11:00 am

### Reminder:

#### 2023 Test Administration Resources

The following 2023 PreACT Secure testing administration resources are now available on the [Wisconsin PreACT Secure webpage](#). Please disseminate these resources out to all testing staff.

- Test Coordinator Manual (Step 5)
- Online Administration Manual (Step 5)
- Paper Accommodated Administration Manual (Step 5)
- All test administration forms (Step 5)
- Test Coordinator Checklist (Step 1)
- PearsonAccess<sup>next</sup> User Guide (Step 1)
- Schedule of Events (Important dates)



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## DLM

### New:

#### Rosters

Rostering students in Educator Portal is an important step to prepare for the opening of the DLM test window. In order for teachers to view student reports after testing, students must also be rostered to specific educators in the portal at this time. Questions about rosters may be directed to [Mike Peacy](#).

#### Spring District Administrator Training Available

[2022-23 DLM Spring District and Building Administrator Training](#) opened on January 13, 2023. This training is a helpful tool for district and building administrators implementing the DLM alternate assessment. Once the training has been viewed there is a registration form that may be completed to enroll in an optional online Q&A chat session. Chat sessions are available January 27 and again on February 23. Questions may be directed to [Mike Peacy](#).

### Reminder:

#### Adding Users

Please ensure you select the correct roles when you add Users to Educator Portal. If a teacher is going to administer the assessment, they should be added as a teacher and not a proctor. Proctors do not have access to score reports and other needed student data. We do not generally use the Proctor role at all as only licensed teachers are allowed to administer the assessment.

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## Forward Exam

### New:

#### February Forward Exam Q&A Webinar

The second of three optional Forward Exam Q&A webinar sessions will take place on February 8, at 1:00 pm (see the [Forward Exam Calendar webpage](#) for additional dates). This webinar is an opportunity for District and School Assessment Coordinators (DACs/SACs) and District and School Technology Coordinators (DTCs/STCs) to ask DPI and DRC staff questions about Forward Exam test set-up, administration, or technology that may have come up after reviewing the training videos and other resources. Please share this information with your DTCs, SACs, and STCs. The webinar will be recorded and posted on the [Forward Exam Trainings webpage](#) for those who cannot attend the live session. To join the webinar on February 8, please use this [Forward Exam Q&A webinar session Zoom link](#).

### Reminders:

#### 2023 Optional Add Accessibility Features window

The Optional Add Accessibility Features window (February 13-24) **provides districts the option** to enter student accessibility features into a district-level student demographic data file and upload the file into

the DRC INSIGHT Portal, instead of adding accessibility features on an individual student or “mass assign” basis. For more information, please refer to the document titled *Forward Exam Optional Add Accessibility Feature Window* available on the [Forward Exam Resources webpage](#).

## NAEP and International Assessments

### Reminder:

See the [NAEP webpage](#) for grade levels and content areas assessed, dates, additional information, and resources; and contact [Angela Dugas](#) with any questions.

## Reading Readiness

### Reminder:

See the calendar dates, information, and resources for the [Assessment of Reading Readiness Overview](#).

## DAC Contact Update

### Reminder:

Please update [District Assessment Coordinator \(DAC\) contact information](#) as contact information changes or staffing changes occur throughout the year (including over the summer months). The information provided is used to:

- Ensure DACs receive regular assessment and accountability updates, and
- Upload information into vendor portals to ensure DACs have annual permissions.

## 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
<a href="#">Test Administration Manual (online)</a>	Contains test administration details and requirements for administration.	PreACT Secure
<a href="#">Test Administration Manual (paper accommodated)</a>	Contains test administration details and requirements for administering paper accommodated testing.	PreACT Secure

Resource	Description	Assessment
<a href="#">Test Coordinator Manual</a>	Contains detailed role requirements, policies, and training guidelines for the Test Coordinator role.	PreACT Secure
<a href="#">Test Administration Forms</a>	Required forms for administration.	PreACT Secure
<a href="#">DRC INSIGHT Portal Guide</a>	Guide to help DRC INSIGHT Portal users manage user permissions, student information, and testing responsibilities.	Forward
<a href="#">Test Administration Manual</a>	Manual to ensure the Wisconsin Forward Exam is administered in a uniform manner.	Forward
<a href="#">Spanish Version of Test Administration Script</a>	Spanish translation of the test administration script read by proctors for use with the Spanish Stacked Translation support.	Forward
<a href="#">DAC/SAC Full Training Video</a>	Full training for new DACs/SACs and any other DACs/SACs who would like a detailed refresher of Forward Exam administration.	Forward
<a href="#">DAC/SAC Updates Training Video</a>	Provides updates for the Forward Exam administration and is intended for DACs/SACs who have previously viewed the full training and feel comfortable receiving only the updates.	Forward
<a href="#">Test Administrator Training Video</a>	Covers all information TAs need to prepare for and administer the Forward Exam. DACs should ensure all TAs view this required training.	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 18	State data upload of student data into DRC INSIGHT Portal (DPI pulls roster data from WISEdata to upload to Portal)	Forward
January 20	DPI loads student rosters into PearsonAccess <sup>next</sup>	ACT
January 20	Deadline to submit ACT accommodations and supports in TAA	ACT

Date	Event	Program
January 23	PearsonAccess <sup>next</sup> opens for PreACT Secure	PreACT Secure
January 23	Start to verify student rosters, verify shipping address and enter accommodations	PreACT Secure
January 23-25	Schools verify student rosters in PearsonAccess <sup>next</sup>	ACT
January 25	PreACT Secure Office Hours #1	PreACT Secure
January 27	ACCESS test window closes	ACCESS
February 1	PreACT Secure Test Administration #1 Webinar	PreACT Secure
February 3	Deadline to submit reconsiderations for ACT accommodations	ACT
February 3	All materials due back to DRC	ACCESS
February 6	NAEP Field Test schools receive student sample on AMS	NAEP
February 8	Second DAC, SAC, and DTC Q&A Webinar	Forward
February 13-24	Optional Add Accessibility Features Window in DRC INSIGHT Portal	Forward



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