



## ACCOUNTABILITY UPDATES

### Reminder: January Office Hours

DPI staff are hosting preliminary federal notification technical assistance calls and office hours with districts. Calls started on Monday, December 9 and times are held until the end of January. If your district would like assistance in understanding the reports in the preliminary joint federal notification packet, or needs information on the statewide supports and/or the continuous improvement process, please sign up using this [registration link](#). As a reminder, districts are welcome to invite someone from their [CESA Technical Assistance Network team](#) to participate in the TA calls.

~OEA

## WISCONSIN STATEWIDE ASSESSMENT SYSTEM UPDATES

### OSA Office Hours Webinar

The next OSA Office Hours webinar is scheduled tomorrow, Thursday, January 23 from 9:30-10:30am. During this time, we will provide OSA updates, address timely issues related to DAC responsibilities, and answer questions about statewide assessments. Please plan on joining us. DACs should have received an email invitation with information on how to join the meeting. An archive of the most recent webinar will be provided on the [DAC Resources and Trainings webpage](#) for those unable to attend.

~ OSA

### Forward Exam

#### New:

#### District Technology Coordinator (DTC) Optional Q&A Recorded Webinar

An optional Q&A session for DTCs was held on January 15. The recorded webinar will be available on the [Forward Exam Technology Requirements webpage](#) on January 24.

#### Reminders:

#### DRC INSIGHT Portal (eDIRECT) Guide

The DRC INSIGHT Portal (eDIRECT) is the secure data management portal that DACs and SACs use to manage student data, print test tickets, and monitor testing. The 2020 DRC INSIGHT Portal Guide is available on the [Forward Exam Resources webpage](#).

## Test Administration Manual

The 2020 Test Administration Manual is now available on the [Forward Exam Resources webpage](#).

## Online Tools Trainings and Item Samplers

The Online Tools Trainings and the Item Samplers are now available on the [Forward Exam Resources webpage](#). Some updates this year include adding a sample TDA to the online ELA Item Sampler, adding a Session 3 to the Science OTT and Items Samplers, and adding new technology enhanced OTT Social Studies items.

## Forward Exam Trainings

The Forward Exam trainings for DACs, SACs, and Test Administrators 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 #1 - Updates/Changes** for the upcoming administration. This training is for DACs/SACs who have been through the full training and feel comfortable with the process enough to just receive updates.
- **DAC/SAC Training #2 - Full Training** for new DACs/SACs and any other DACs/SACs who would like a detailed refresher. This training covers all aspects of administration management of the Forward Exam from start to finish, including training, set-up, preparation, administration, reporting and any updates/changes.
- **Test Administration Training - Required Full Training** for all TAs. This training covers all the information TAs need to prepare for and administer the exam. DACs should ensure that all TAs view this training.

## Dynamic Learning Maps (DLM)

**New:**

### Required Test Administration Training

All test administrators (anyone with a “teacher” role in Educator Portal) must complete the required training prior to administering the DLM assessment and the optional instructional assessments (Instructional Tools Interface or ITI).

- Returning test administrators will be required to complete a refresher module and quiz as well as a science module and quiz (approximately one hour and 25 minutes).
- New test administrators within the DLM system will be expected to complete four required modules and quizzes (approximately three hours). The training modules are now available. We encourage test administrators to complete their training as early as possible and to not wait until the test window to complete the modules.

**Reminders:**

### DLM Uploads-Users, Enrollments, and Rosters

Districts should be uploading new users, enrollments (student data) and creating rosters. The [Data Management Manual](#) describes these processes. DLM created short tutorial videos found by topic on the [District Staff Training Resource](#) page.

- **Users** - All test administrators must have an Educator Portal account and be assigned the role of “teacher”. This is the only role that will enroll test administrators into Moodle and provide test tickets once the window opens.
- **Enrollment** - Districts are required to load DLM student information into Educator Portal through either the manual process or by using the Enrollment Template found on the [DLM Website](#).

- **Rosters** - Districts must create rosters for each test administrator and for each content area assessed by that teacher. As a reminder, DLM assesses ELA and Math in grades 3-11, Science in grades 4 and 8-11 and Social Studies in grades 4, 8 and 10. Please pay attention to the grades rostered in Science and Social Studies.
  - Rosters connect test administrators to students. Test administrators will not be able to access the Accessibility Profile or the First Contact Survey until they have been rostered to a student.
  - Students can only be placed on one roster per content area.

### Student Portal:

The DLM Student Portal has been upgraded to version 7.0. The new version will need to be downloaded and installed before students will be able to be instructed or assessed. The current version is available on the [Dynamic Learning Maps](#) website under KITE Suite. The directions on how to install Student Portal and the system requirements are spelled out there. If you have any questions please feel free to contact [Mike Peacy](#).

### School Assessment Type – Alternate (SATA)

In an effort to more accurately identify students anticipated to take the DLM alternate assessment under the new ESSA participation cap, we are asking districts to utilize the Student Characteristic SATA in WISEdata. The department began including additional validations around this indicator in 2017. All students taking the alternate assessment (DLM) must qualify as a student with the most significant cognitive disabilities as outlined below.

In Wisconsin, a student with the most significant cognitive disability:

- typically is characterized as functioning at least two and a half to three standard deviations below the mean in both adaptive behavior and cognitive functioning; **and**
- performs substantially below grade level expectations on the academic content standards for the grade in which they are enrolled, even with the use of adaptations and accommodations; **and**
- requires extensive, direct individualized instruction and substantial supports to achieve measurable gains, across all content areas and settings.

Only a student who meets these criteria and participates in the alternate academic achievement standards may take the alternate assessment.

### DLM Recruitment

Every year DLM holds events such as item writing and external review of testlets to help improve the assessment. Participants enjoy their time and appreciate the learning opportunity provided by these events. DLM uses a database to match individuals with activities best suited to their expertise. DLM has provided a [Qualtrics survey](#) to be distributed to individuals who may be interested in these events. Please pass this survey along to anyone who may be able to participate. Completing the survey does not obligate individuals to participate in any given event. If you have any questions please contact [michael.peacy@dpi.wi.gov](mailto:michael.peacy@dpi.wi.gov).

## ACT High School Assessments

### ACT with writing

New:

**Request for accommodation/ELL support reconsideration - Deadline extended to February 7**

- The deadline to request reconsideration for any non-approved accommodation/ELL support requests has been modified. The new deadline to submit reconsideration requests is February 7.
- Log into [TAA](#) to view status and decisions on accommodations/ELL support requests.

- If a request is not approved, you can submit additional documentation to support your request through **February 7**.
- In TAA, ACT includes notes about what documentation is needed to approve the request. Download the Decision Notification in TAA and read these notes so you can see what has been approved and where additional documentation is necessary.
- When adding your additional documentation to TAA, include the following in the “comments” area: “Wisconsin Reconsideration Extension per Mira Monroe”.
- If you are unsure about what documentation to submit for reconsideration, contact the ACT Accommodations team at 800-553-6244 x1788 or [actstateaccoms@act.org](mailto:actstateaccoms@act.org).

### **ACT Accommodations Late Consideration Window - Deadline February 28**

- Late consideration of accommodations will be permitted through February 28 only for students who: (1) transfer to your school after January 17, (2) are newly classified as grade 11 after January 17, (3) have a sudden onset of a medical emergency after January 17, or (4) have been newly evaluated and diagnosed with a disability and started on new accommodations after January 17.
- You must include a completed [Late Consideration Form](#) with your request.
- If the student’s former school submitted the accommodations request and it was approved, ACT will transfer the accommodations materials to your school’s order once you add the student to PAnext.

### **What Do I Do For New Grade 11 Students Who Just Enrolled In My School?**

- Follow the Enroll process found on p. 15 of the [PearsonAccessNext User Guide](#).
- You must add new students to PAnext so they have an ACT student number. You’ll need to use the ACT student number on the student answer document.
- Since new students will have been added to PAnext after January 17, you will not receive barcodes for them and will need to either use overage materials or place an additional order for more materials.
- When a student doesn’t have a barcode, the school must follow the instructions in the test administration manual on how to prepare an answer document without a barcode.

### **My Accommodated Materials Counts In PearsonAccessNext Are Incorrect For ACT. Why Is That?**

- ACT accommodated materials counts will change as ACT reviews accommodations requests and applies TAA Pin numbers to PAnext for approved accommodations.

### **Reminder:**

#### **Training Webinars**

- A recorded version of [ACT Test Administration Webinar #1](#) is now available.
- Registration is open for Administration Webinar #2. Please note that the two Test Administration trainings cover different content, so test coordinators should attend **both**.
  - [Register](#) for the second webinar, ACT Test Administration #2: January 23, 10:30-11:30am
- All trainings will be recorded and posted to the [DPI ACT Trainings page](#).

## **ACT Aspire Early High School**

### **Reminders:**

#### **Training Webinars**

Registration is open for the two Wisconsin Aspire training webinars. Please note the two trainings cover different content, so test coordinators should attend both. Technology Coordinators should attend the technology readiness webinar. All trainings will be recorded and posted to the [DPI ACT Trainings page](#).

- WI Aspire Technical Readiness Training: February 4, 10:30-11:30am, [registration link](#)
- WI Aspire Test Administration Training: February 6, 10:30-11:30am, [registration link](#)

## Transition to PearsonAccess<sup>next</sup> – New User Account

On January 13, District Assessment Coordinators should have received an email from PearsonAccessNext inviting them to access the new ACT Aspire portal. After logging into the portal, coordinators should provide access to other district and school users. The [PearsonAccessNext User Guide for ACT Aspire](#) provides instructions for granting access. The [User Role Matrix](#) can also assist in determining the appropriate role for other staff. *Note: This is a different platform from your grade 11 ACT statewide testing and displays the ACT Aspire logo, with a blue banner.*

### To Do:

- Bookmark the PearsonAccess<sup>next</sup> webpage for easy access in the future. It will be helpful to name it with ACT Aspire to keep the platform separate from ACT.
- Review the [PearsonAccessNext System Overview](#) to understand its basic functionality (Note: Wisconsin has specific customization that differs from the slideshow, including: home page, test dates, and User Role Matrix).
- On January 15, you will also receive an invitation into the Training site - <https://training.aspire.act.org>, featuring a brown banner. The Training site can be used to run a mock administration or test your technical infrastructure.
- Bookmark the [Wisconsin ACT State testing web page](#) to refer to the many resources it offers. Review the [ACT Aspire Schedule of Events](#). It lists activities to complete, who completes the activity, and important deadlines.

### Reminders:

#### Free ACT Aspire Test Preparation Resources

Links to exemplar items for ACT Aspire can be found at the [DPI ACT Practice Tests/Sample Items website](#).

## Reading Readiness

### Reminders:

#### Reading Readiness Reimbursement

DPI will soon be sending the reimbursement request form to each District Assessment Coordinator. This electronic form allows districts to identify the amount that they are seeking to be reimbursed for Reading Readiness expenses. The form asks districts to indicate the name of each screener utilized at each grade, the number of students screened and the amount requested for reimbursement. More information can be found at [Reading Readiness Reimbursement](#).

#### Reading Readiness Results from Fall 2019

Fall 2019 PALS, MAP and Star Reading Readiness results are now available in WISEdash for Districts.

Districts that have not previously signed a data release will need to do so in order to have their data uploaded into WISEdash in the future. Information on data sharing agreements can be found at:

- PALS - <https://dpi.wi.gov/assessment/reading-readiness/FAQ#data>
- MAP - <https://dpi.wi.gov/wisedash/districts/about-data/map>
- Star - <https://dpi.wi.gov/wisedash/districts/about-data/star>

#### Reading Readiness Additional Information

More information can be found at [Reading Readiness Information](#) and [Reading Readiness FAQ](#).

## ACCESS for ELLs

### New:

90% of testing is now complete state-wide. Thanks for all of your hard work. All materials are due back at DRC by February 7. Please consider shipping early to avoid any weather-related delays.

### Reminders:

All booklets must have a student Pre-ID label or yellow district/school label applied in order to be scored. If you need additional district/school labels due to significant additional orders, please email [jesse.roberts@dpi.wi.gov](mailto:jesse.roberts@dpi.wi.gov) with the number needed for each school.

### Student Transfer Process

- If you receive a new student between now and the end of January, please fill out the [Student Transfer Request for ACCESS for ELLs](#) form.
  - DPI will confirm enrollment via WISEdash Secure and transfer any partial tests into your district. You can then set up test sessions, print test tickets, and complete testing.
  - Once students show as enrolled in WISEdash Secure, this transfer should occur in one business day.
- If a student leaves your district, remove them from any test sessions that they have not started, and shred any test tickets or labels you may have. If the student enrolls in another WI district their record may be transferred to that district.

## National Assessment of Educational Progress (NAEP)

### *Selected schools only*

### Reminder:

Districts and schools were notified in May and June of selection to participate in NAEP Long Term Trend (LTT) assessments for the 2019-20 school year. As a reminder, NAEP LTT is the same assessment that has been conducted since the early 1970s; it was last administered in 2012. It is a paper-based assessment in Reading and Mathematics and yields national-level results. Students in specific age groups are sampled (as opposed to grade-based sampling used for other NAEP testing). Each age group has a different assessment window, so there are different deadlines and timeframes for tasks in each age group:

- Age 9 Schools:
  - **Between now and each school's test date:** School Coordinators will get phone calls from their NAEP field staff representatives and should be working on completing the remaining pre-assessment tasks on MyNAEP:
    - Review and verify the list of students selected for NAEP
    - Complete information about how students with disabilities and English Language Learners will participate in NAEP
    - Notify parents/guardians of sampled students
    - Plan assessment day logistics
    - Encourage participation and motivate students to do their best
  - **January 6 - March 13** test window; each school has one specific test date.
- Age 17 Schools:
  - **March 16 - May 22** test window: each school has one specific test date.

\*Please contact Angela Dugas ([angela.dugas@dpi.wi.gov](mailto:angela.dugas@dpi.wi.gov)) if you have any questions.

# DAC DIGEST DIGESTIBLES

Important Dates to Remember		
January	23: OSA Office Hours Webinar 9:30-10:30am	
	24: Additional Material Orders Window Closes	ACCESS
	31: Test Window Closes	ACCESS
February	7: Deadline for DRC to receive materials	ACCESS
	12: Forward DAC/SAC/DTC Q&A webinar	Forward
	17-28: Optional window to add Accessibility Features	Forward
	28: Recommended Date for Moodle training to be complete	DLM
	28: First Contact Surveys and Personal Needs and Preferences Profile need to be completed	DLM
28: Recommended deadline for security agreements and rosters to be completed	DLM	
March	2: Pre-Reporting Data Validation Window Opens	ACCESS
	9: Test setup window opens	Forward
	10: Pre-Reporting Data Validation Window Closes	ACCESS
	11: Forward DAC/SAC/DTC Q&A webinar	Forward
	13: NAEP age 9 test window closes	NAEP
	16: NAEP age 17 test window	NAEP
	23: Forward test window opens	Forward
	23: DLM test window opens	DLM

Important Tasks to Remember		
<input type="checkbox"/>	Bookmark and familiarize yourself with the DPI and ACT resources webpages	ACT and Aspire
<input type="checkbox"/>	Ensure Pre-ID stickers are applied to the correct booklets. Use District/School labels if missing	ACCESS
<input type="checkbox"/>	Ship paper materials back to DRC	ACCESS
<input type="checkbox"/>	Double-check Accommodations and Do Not Score codes are accurate	ACCESS

New Online Resource Highlights		
<i>As new resources are posted to our website, we will include them here for your convenience for two weeks. 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="#">ACCESS for ELLs Checklist</a>	Information on what needs to be done when to assist district planning	ACCESS