



# The DAC Digest

Assessment & Accountability Updates

January 22, 2025

## Assessment

### New:

#### District Assessment Coordinator (DAC) Confidentiality Agreement

The [District Assessment Coordinator \(DAC\) Confidentiality Agreement](#) from all DACs is due March 1. All DACs who have not yet submitted the 2024-25 DAC Confidentiality Agreement should do so no later than March 1. The form may be completed and signed electronically using Acrobat Reader. Be sure to select the appropriate options on the ACT/PreAct Secure agreement prior to signing. The entire seven-page document needs to be submitted to OEA once signed. All other confidentiality forms (SACs, DTCs, STCs, etc.) remain individual forms, may be completed electronically, and once completed are to be retained at the school/district level.

### Reminder:

#### Verify Student Data

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

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## ACCESS for ELLs

### New:

#### Test Window Closing

The ACCESS for ELLs test window closes on January 31. Please ensure that all materials have been picked up by UPS by Friday, February 7, to arrive at DRC by February 11. If you are done testing, you may ship materials back at any time, and you can find a list of outstanding items under Materials > Return Materials Receipt Report.

All used booklets must be labeled, with either a barcoded student label or a yellow District/School label. If you need additional District/School labels, please contact [jesse.roberts@dpi.wi.gov](mailto:jesse.roberts@dpi.wi.gov) and indicate how many you need for which school.



You are encouraged to consolidate boxes, and extra return shipping labels can be ordered in the WIDA AMS/DRC Insight Additional Materials section.

## Reminders:

### 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 closes on January 31. Please refer to the email from DRC on November 15 for ordering instructions. DRC ships to most of Wisconsin with two-day shipping.

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## ACT

### Reminder:

#### 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.

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## PreACT Secure

### New:

#### PearsonAccess<sup>next</sup> Opens January 27

On January 27, the PreACT Secure portal will open within [PearsonAccess<sup>next</sup>](#) (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<sup>next</sup> 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.

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# 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

### New:

#### Educator Involvement Opportunities

DPI is still recruiting a diverse group of educators from all over Wisconsin (including English learner and special education teachers) to participate in the Forward Exam **Alignment Study (deadline to apply is February 7)** and New Item Review (deadline to apply is May 2). These events are important steps in the development of the Forward Exam. This is a great opportunity to be a part of the Forward Exam development and have detailed input on the exam and take knowledge back to your district about the processes. More information, including how to apply, is available on the [Forward Exam Educators Involvement webpage](#). Please share this information with your educators.

#### Forward Exam Q&A Webinar

On February 5 at 1pm, a Q&A webinar session will take place. 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 5, please use this [Forward Exam Q&A webinar session Zoom link](#).

#### Extended Testing Hours

Forward Exam testing is accessible from 7am - 5pm, Monday through Friday. DPI is offering optional extended testing hours for the 2024-25 Forward Exam. Districts may now opt to test students, in-person, on Tuesday, Wednesday, and Thursday evenings until 8pm, and on Saturdays from 8am to 4pm during the

testing window. Districts should be aware that no help desk or technical support will be available from DRC or DPI for testing during extended hours. DACs must complete and submit the [Forward Exam - Extended Testing Hours Request Form](#) for their district. The request form must be submitted a minimum of one week prior to the planned extended hour testing day. Upon approval from DPI, DRC will open the testing application for the extended hours requested by the district.

## Reminders:

### 2024-25 Forward Exam Resources

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

### 2024-25 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.

### 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. 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](#).

## 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 (**no new updates this week**):

NAEP Assessment	Test Window	Task Summary
NAEP Long-Term Trend (LTT) age 13	October 7 - December 13	<ul style="list-style-type: none"> <li>• Thank you to the schools that participated in LTT age 13. All LTT age 13 testing in Wisconsin has been completed.</li> </ul>
NAEP LTT age 9	January 6 - March 14	<ul style="list-style-type: none"> <li>• 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.</li> </ul>
NAEP LTT age 17	March 17 - May 23	<ul style="list-style-type: none"> <li>• 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.</li> </ul>
NAEP Field Test (grades 4, 8, and 12)	January 27 - March 7	<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> </ul>
Program for International Student Assessment (PISA) (age 15)	March 17 - May 9	<ul style="list-style-type: none"> <li>• 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 results. If a new school is added, we will first notify the district and then the school.</li> <li>• 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' <a href="http://mypisausa.us">mypisausa.us</a>.</li> <li>• Support for schools is available at <a href="mailto:PISAHELP@westat.com">PISAHELP@westat.com</a>.</li> </ul>



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](mailto:NAEPHelp@westat.com) or (800) 283-6237.

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## Reading Readiness – Early Literacy Assessment

### New:

#### Mid-year Early Literacy Assessment Window Closes January 31

The mid-year aimswebPlus early literacy assessment window closes next week on Friday, January 31.

Below are some available resources for districts seeking additional guidance.

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

### Reminders:

#### 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.

#### Office Hours Support

Office Hours Support is available online every 1<sup>st</sup> and 3<sup>rd</sup> Tuesday at 3:30pm CST, as well as every 2<sup>nd</sup> and 4<sup>th</sup> 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](#).

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## 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="#">Educator Involvement Application</a>	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 23	Ensure that student enrollment and demographic data are correct in WISEdata before the end of the day	Forward
January 24	<b>Deadline to enter ACT Accommodation/EL Support Request</b>	<b>ACT</b>
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	<b>Test window closes</b>	<b>ACCESS</b>
January 31	Mid-year assessment window closes	Early Literacy
February 4	PreACT Secure Office Hours	PreACT Secure
February 5	Forward Exam QA Webinar for DACs, SACs, DTCs	Forward
February 10-21	Optional Add Accessibility Features window	Forward
February 11	<b>All materials due back to DRC for scoring</b>	<b>ACCESS</b>
February 11	Test Administration #2 Training Webinar	ACT

Date	Event	Program
February 19	Pre-Reporting Data Validation Window opens	ACCESS
February 27	Pre-Reporting Data Validation Window closes	ACCESS
March 3	Access to DRC INSIGHT Portal test sessions, student information, and ability to assign individual student accessibility features	Forward
March 14	NAEP Long-Term Trend age 9 assessment window closes ( <i>for selected schools only</i> )	NAEP



This publication is available from:  
 Division of Student and School Success  
 Office of Educational Accountability  
 (608) 267-1072

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

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