

IMPORTANT COMMUNICATIONS UPDATE

Contacting OEA/OSA with DPI's New VoIP System

Starting on Friday, January 31, the OEA and OSA teams will be migrating to a voice-over-IP (VoIP) telephone system. The migration to VoIP will change how our voicemail works. With the VoIP system, voicemails are provided to us as emails with attached recordings and automated transcriptions. This allows us to see all of our phone and email contacts in the same place at the same time. However, it means that if you do not leave a voicemail, it is unlikely you will receive a call or email back. Make sure to include your basic contact information (name, district/LEA, phone or email), as well as your detailed question or concern, in the message. Note that receiving voicemails as emails means they are considered records like any other email.

Calls to our main 608-267-1072 line that go to voicemail will be sent to a shared email account. This account is monitored regularly, and any messages will be sent to the appropriate OEA or OSA team member in the same way an email would.

ACCOUNTABILITY UPDATES

WISEdata Student Snapshot

The WISEdata student snapshot took place on January 28. We want to recognize and thank you for all of your hard work in preparing your student data to be as accurate as possible. As a reminder, the data captured in the snapshot are considered certified and final and will serve as a data source for, among other things, score calculations in the 2019-20 Accountability Report Cards.

If you have questions about your data captured in the snapshot, please open a [help desk ticket](#).

~OEA

WISCONSIN STATEWIDE ASSESSMENT SYSTEM UPDATES

OSA Office Hours Webinar

Thank you for joining the OSA Office Hours webinar on January 23. A video archive of the webinar will be provided and slides from the webinar are available now on the [DAC Resources and Trainings webpage](#).

~ OSA

Forward Exam

New:

DAC/SAC/DTC Optional Q&A Session - February 12 at 1:00pm

This optional Q&A session is an opportunity for DACs, SACs, and District Technology Coordinators (DTCs) 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 or other resources. A link to the Zoom meeting is provided below. DTCs and DACs will also receive an email with a link to the Zoom meeting. Please share this information with your SACs and STCs.

[Optional Forward Exam Q&A Session Zoom link](#)

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.

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

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

Dynamic Learning Maps (DLM)

Reminders:

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.

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.

ACT High School Assessments

ACT with writing

New:

Materials Arriving Over the Next Two Weeks

- Materials for the initial test date (March 3 and the accommodations window) ship to schools over the next two weeks depending on the date the School Test Coordinator chose in PAnext.
- To check in materials, follow the instructions in the [Test Coordinator Information Manual](#).
- Schools must schedule a time for students to complete the non-test sections of the ACT answer document before test day.
- After receiving materials, run an Accommodations and Supports Roster in PAnext. This produces a list of students with approved accommodations and their required materials. (Instructions are on p. 17 of the [PAnext User Guide for ACT](#).)
- If schools need more ACT materials, place an Additional Order in PAnext. (Instructions are on p. 13 of the [PAnext User Guide for ACT](#)) Order one **Initial Standard Time Kit** per student.
- If you need more ACT accommodated materials, call ACT at 800-553-6244 x1788 to order.

Important Reminders About Test Materials

- Test books are specific to each test date. Do not hold on to test books from the initial test date to use for either the makeup or emergency dates.
- Athletic coaches and staff who have relatives testing on state test day should not have any access to secure materials prior to test day.
- ALL ACT-approved accommodations use accommodated materials and are specific to each window.
 - Extended time accommodations use accommodated materials.
 - Single day accommodated testing on March 3 uses accommodated materials.
- Use of incorrect materials is likely to result in an invalidated test due to misadministration.
- Answer documents should be kept and used for any test date.
- Test coordinators can track shipments in PAnext. See the [PAnext User Guide for ACT](#) (p. 14) for instructions.

Reminders:

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 in to [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.

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.

ACT Aspire Early High School

New:

Grade 9 and 10 Roster Pull Scheduled for February 4

DPI will pull student data from WISEdata for grades 9 and 10 on February 4 and load it into the Aspire portal for statewide testing. Please make sure your local Student Information System (SIS) is accurate and up to date by the end of the day on February 4. Your local SIS pushes student data to WISEdata, which is the data source for the student information loaded into the portal.

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^{next} – 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^{next} 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, DACs received 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.

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

Reminders:

The ACCESS for ELLs test window ends this Friday, January 31. All paper materials are due back to DRC by February 7.

The WIDA AMS portal will remain open through February 7 for any remaining administrative work that needs to be done, including updating student demographics, changing Do Not Score codes, filling out Materials Accountability Forms, etc.

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 please email jesse.roberts@dpi.wi.gov with the number needed for each school.

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:
 - **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
 - **March 16 - May 22** test window: each school has one specific test date.

*Please contact Angela Dugas (angela.dugas@dpi.wi.gov) if you have any questions.

ELA Standards are Now Available for Public Comment

Wisconsin follows a specific process for reviewing and revising academic standards (visit <https://dpi.wi.gov/standards> to learn more about the process). *Wisconsin's Standards for English Language Arts* are currently under review and revision.

The revised draft of *Wisconsin's Standards for English Language Arts* is available for public comment. To view

the draft and provide feedback, visit <https://www.surveymonkey.com/r/eladraft>. For those who prefer, feedback can also be provided in person at the following listening sessions:

- Oshkosh: February 10, 4-6pm, CESA 6 - 2300 State Road 44, Oshkosh, WI
- Madison: February 11, 4-6pm, Department of Public Instruction, Room P41 - 125 S. Webster St., Madison, WI

The draft is available for public comment through February 28.

In early March, the writing committee for English Language Arts, will review the feedback and revise the draft accordingly. Next, the Standards Council will make a recommendation to State Superintendent Stanford Taylor about adoption of the draft. The revised standards and related professional learning materials should be available by mid-summer 2020.

For more information about ELA in Wisconsin, visit <https://dpi.wi.gov/ela>. For more information about reading in Wisconsin, visit <https://dpi.wi.gov/reading>. Contact Barb Novak (barb.novak@dpi.wi.gov or 608-266-5181) with questions.

DAC DIGEST DIGESTIBLES

Important Dates to Remember		
January	31: Test Window Closes	ACCESS
February	4: Aspire Technical Readiness Training	Aspire
	6: Aspire Test Administration Training	Aspire
	7: ACT Accommodation Reconsideration Deadline	ACT
	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: ACT Accommodation Late Consideration Deadline	ACT
	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
	3: ACT Initial Administration Date	ACT
	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
	17: ACT Makeup Administration Date	ACT
	23: Forward test window opens	Forward
	23: DLM test window opens	DLM
	31: ACT Emergency Administration Date	ACT
April	6: ACT Aspire test window opens	ACT Aspire
	24: ISRs and Data Downloads Available in WIDA AMS	ACCESS
	24: Post-Reporting Data Validation Opens	ACCESS

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
<input type="checkbox"/> Plan for March Pre-Reporting Data Validation Window	ACCESS
<input type="checkbox"/> View DAC training presentation and Test Administration training presentation <input type="checkbox"/> Collect signed confidentiality forms from all staff who will participate in any aspect of Forward testing	Forward

New Online Resource Highlights		
<p><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></p>		
Resource	Description	Assessment
ACCESS for ELLs Checklist	Information on what needs to be done when to assist district planning	ACCESS