



The DAC Digest

Assessment & Accountability Updates

January 4, 2023

Accountability

Reminder:

Preliminary Joint Federal Notifications

Preliminary joint federal notifications (JFN) were provided to schools and districts in [SAFE, the Secure Access File Exchange](#) on **Thursday, December 8**. For more information on the JFN preliminary release, please refer to the [District Administrator communication from Deputy State Superintendent John Johnson](#). Contact oeamail@dpi.wi.gov with questions about ESSA accountability and the [DPI Special Education team](#) with questions about IDEA accountability. You can also [reserve a time slot for a JFN technical assistance call](#).

Assessment

Reminder:

District Assessment Coordinator (DAC) Confidentiality Agreements

DACs from districts administering the ACCESS for ELLs who have not already completed the 2022-23 [DAC Confidentiality Agreement](#) should do so now and submit to OEA as soon as possible. The form may be completed electronically and signed electronically using Acrobat Reader. If your district is not administering the ACCESS for ELLs for 2022-23 be sure to submit your form by March 1.

ACCESS for ELLs

Reminders:

Student Transfers

If your district receives a new EL during the test window, please fill out the [transfer form](#). We will verify student enrollment in your district and transfer any records in the WIDA AMS.

Students Unable to Participate in a Domain

If a student has a disability which completely prevents them from participating in a domain, they may be eligible to have it waived. The need for this accommodation must be identified in their IEP and captured on the [I-7 for ACCESS form](#), at which point you can [request the domain waiver accommodation](#).



ACT

New:

Test Accessibility and Accommodations (TAA) Update

DPI has been informed that ACT deployed a repair to the Test Accessibility and Accommodations System (TAA) that has greatly improved system performance. Schools should now be able to successfully submit requests for accommodations and English Learner supports. If you continue to experience issues, please contact ACT for assistance at 800.553.6244 Ext. 1788 or ACTStateAccoms@act.org.

Accommodation Request Deadline Extended

As a result of the TAA performance issues, DPI has worked with ACT to extend the deadline to request accommodations. The new deadline to submit requests for spring 2023 testing is January 20. DPI strongly encourages schools to enter requests into TAA as soon as possible.

Accommodation Request Reminders and Resources

- Submit requests early - well before the **January 20 deadline**.
- Refer to [Step-3: Accommodation, on the Wisconsin ACT Webpage](#) for accommodation and EL support resources and training.
- Log into the TAA to view status and decisions on accommodations/EL support requests.
 - If a request is not approved, you can submit again for reconsideration.
 - [Reach out to OEA](#) as soon as possible if you are experiencing difficulty receiving approval for an accommodation.

2023 ACT Schedule of Events - Revised

A revised 2023 ACT Schedule of Events has been posted to the [Wisconsin ACT Website](#). Revisions include updates to accommodation task deadlines.

Wisconsin ACT Office Hours #2

The second 2023 Wisconsin ACT Office Hours will be held on January 12. This Office Hour will walk Coordinators through the process of verifying enrollment followed by an open Q&A forum. Registration for Office Hours is not required. All 2023 ACT Office Hours and access to the 2023 meeting link can be found on the DPI [ACT Training webpage](#).

Reminder:

2024 ACT Testing Windows

The 2024 ACT testing windows are now available on the [ACT Calendar webpage](#).

PreACT Secure

Reminders:

2024 PreACT Secure Testing Window

The 2024 PreACT Secure testing window is now available on the [PreACT Secure Calendar webpage](#).

Schedule of Events

The Spring 2023 PreACT Secure Schedule of Events (SOE) has now been released and posted to the [Wisconsin PreACT Secure webpage](#). The SOE contains important tasks and deadlines for administering the assessment and should be reviewed often by all testing staff.

DLM

New:

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.

Reminder:

Rosters and Users

Please make sure that all test administrators and students have been added and updated on Educator Portal. 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 any users that do not require access are removed. If you have any questions about rosters and users, please contact [Michael Peacy](#).

Forward Exam

New:

2023 Optional Add Accessibility Features window

The Optional Add Accessibility Features window **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. Districts may **choose (not required) to use** the Multiple Student Upload (MSU) process to upload this file from February 13-24. For more information, please refer to the document titled *Forward Exam Optional Add Accessibility Feature Window* available on the [Forward Exam Resources webpage](#).



Reminders:

2023 Forward Exam Resources

The DRC INSIGHT Portal Guide and the Test Administration Manual will be available January 9 on the [Forward Exam Resources webpage](#).

2023 Forward Exam Trainings

The Forward Exam pre-recorded trainings for District and School Assessment Coordinators (DACs/SACs) and Test Administrators (TAs) will be available January 9 on the [Forward Exam Trainings webpage](#). There will be three training presentations, each with information targeted to a specific audience.

- **DAC/SAC Training** - This is a full training for new DACs/SACs and any other DACs/SACs who would like a detailed refresher that covers all aspects of Forward Exam administration.
- **DAC/SAC Updates Training** - This training provides updates for the upcoming Forward Exam administration and is intended for DACs/SACs who have viewed the full training and feel comfortable with the process enough to receive only the updates.
- **Test Administrator (TA) Training** - This training is required for all TAs that covers all information TAs need to prepare for and administer the Forward Exam. DACs should ensure that all TAs view this training.

Forward Exam Q&A webinar

On January 11 at 1:00 pm, the first of three optional Q&A webinar sessions will take place (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 January 11, please use this [Forward Exam Q&A webinar session Zoom link](#).

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
ACT Schedule of Events - REVISED	List of important tasks, deadlines and trainings for administering the ACT.	ACT
PreACT Secure Schedule of Events	List of important tasks, deadlines, and trainings for administering the PreACT Secure	PreACT Secure

Important Dates to Remember

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

Date	Event	Program
January 9	DRC INSIGHT Portal Guide and Test Administration Manual available	Forward
January 9	DAC and Test Administrator training videos available	Forward
January 11	First DAC, SAC, and DTC Q&A Webinar	Forward

Date	Event	Program
January 12	ACT Office Hours #2	ACT
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 ^{next}	ACT
January 20	Deadline to submit ACT accommodations and supports in TAA	ACT
January 23	PearsonAccess ^{next} opens for PreACT Secure	PreACT Secure
January 23-25	Schools verify student rosters in PearsonAccess ^{next}	ACT
January 25	PreACT Secure Office Hours #1	PreACT Secure
January 27	ACCESS test window closes	ACCESS
February 3	All materials due back to DRC	ACCESS



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 (608) 267-1072

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

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