



## NOTES FROM THE DIRECTORS

### **SPRING 2016 ASSESSMENT DATA PUBLIC RELEASE - TUESDAY, OCTOBER 18:**

The statewide press release for Spring 2016 ACT, Forward Exam, and DLM is scheduled for Tuesday, October 18. Performance data from these assessments will be available in the WISEdash public portal on this date. We will be adding a brief talking point resource regarding the data release to the DPI assessment web page by Friday, October 14.

~Viji

Viji Somasundaram, Director - Office of Student Assessment

### **REPORT CARD UPDATE**

OEA is hunkered down, responding to the record number of report card inquiries we received this year. I want to provide information about one specific inquiry type: test participation on the ELA portion of the ACT Plus Writing assessment. It came to our attention that ACT did not provide ELA scores for students that either did not take or had an unscorable response on the writing portion of the ELA assessment. As a result, these students appeared as non-tested in our system. OEA is adjusting the participation business rule for students in this situation who took both English and reading sub-tests so that they will be counted as test participants. However, we are not able to include these students' results in achievement-based calculations this year.

We continue to work actively with schools and districts that submitted forms to resolve inquiries as quickly as possible. We are also working with VARC to recalculate growth scores based on the ECD data corrections. We aim to have updated secure report cards available a couple weeks prior to the public release, which is scheduled for November 17th.

In the meantime, we've been working on some communications resources that schools and districts will be able to use for the public release of the report cards. These resources include sample parent letters, media release templates, and talking points. We anticipate providing these additional resources by the end of next week. If you have any specific communications needs, please let us know how we can help.

As always, if you have any questions or comments please let us know: [oeamail@dpi.wi.gov](mailto:oeamail@dpi.wi.gov).

~Laura

Laura Pinsonneault, Director - Office of Educational Accountability

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# WISCONSIN STATEWIDE ASSESSMENT SYSTEM UPDATE

## FORWARD EXAM

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- **NEW - 2017 eDirect Permissions**
  - Emails granting eDIRECT permissions for the 2017 administration of the Wisconsin Forward Exam were sent to DACs yesterday, 10/11. The emails were sent to existing and returning DACs. If you did not receive this communication, please first check your spam for an email address from the @datarecognitioncorp.com domain. Please contact the DRC helpdesk: email - [WIHelpDesk@datarecognitioncorp.com](mailto:WIHelpDesk@datarecognitioncorp.com) Phone - 800-459-6530.
- **NEW - Forward Exam District Technology Coordinator (DTC) Training:**
  - DTC trainings were held this afternoon. The event was recorded and will be posted on the DPI website in the coming weeks for those who were unable to attend.

## ACT HIGH SCHOOL ASSESSMENTS

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### ACT with writing and ACT WorkKeys

- **NEW - Accommodations Q&A Session Training Webinar**
  - ACT will lead a webinar Q&A session on accommodations at 10am on November 16. Details on how to access the webinar will be communicated through the DAC Digest. Following the webinar, a recording will be posted to the [DPI ACT Training webpage](#).
- **REMINDER - Welcome to Your Testing Program Letter**
  - On either the [DPI ACT web page](#) or the [ACT WI web page](#), please view the ACT and ACT WorkKeys [Welcome to your Testing Program Letter](#). This document includes a list of changes for 2016-17, common terms used, and a testing process overview.
- **REMINDER - Accommodations**
  - The window for test coordinators to submit requests for ACT-approved accommodations in the Test Accessibility and Accommodations System (TAA) for the ACT statewide exam is November 7, 2016 – January 20, 2017.
- **REMINDER - Upcoming Communications from ACT**
  - Schools will not receive emails from ACT about completing participation details (formerly known as "establishment") or requesting accommodations until **the second week of November**. This comes later this year because of improvements made to processes and systems.

### ACT Aspire

- **REMINDER - Modified Test Times**
  - The test times for several Aspire test sections have changed. Please review the [ACT Aspire Test Times by Subject](#).
- **REMINDER - Schedule of Events Coming Soon**
  - OSA is working with ACT Aspire on the updated schedule of events and timeline/deadlines for 2016-17. When it is finalized, we will publish it to the DPI ACT website and distribute to the DACs and test coordinators on file.

## **ACCESS for ELLs**

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- **REMINDER - Material Ordering Window**
  - You must order ACCESS testing materials by November 1.
    - Online tests, full Paper Tests, and specialty (braille, e.g.) tests
  - Paper Writing domain Booklets
    - Students in grades 1-3 will have these automatically sent with an Online order.
    - Students in grades 4-12 default to keyboarding and will **not** have these automatically sent.
    - You have the option to order grade 4-12 paper Writing domain booklets during the Additional Materials window starting November 30th.
- **REMINDER - Your SIS should push data to WISEdata in October for Rosters**
  - District EL and SIS staff will need to ensure that students have the appropriate ELP code in the local SIS.
  - DPI will pull Public School rosters from WISEdata in late October.
  - Districts without a certified SIS vendor may need to take extra steps to ensure Public School rosters are created. Details will be released in mid-October.
- **REMINDER - Districts who upload Private School Pre-ID files by November 1 will receive Pre-ID labels to be placed on booklets.**
- **REMINDER - WIDA-AMS and WIDA.us Accounts**
  - If you need accounts on either website, contact [jesse.roberts@dpi.wi.gov](mailto:jesse.roberts@dpi.wi.gov) to ensure that your accounts are activated.
  - Please set up accounts for others in your district who need them.
- **REMINDER - Webinar Dates available [here](#).**
- **REMINDER - Updated training materials for 2016-2017 are available on the [WIDA website](#).**
- **REMINDER - The 2016-17 ACCESS for ELLs calendar is located [here](#).**

## **Dynamic Learning Maps (DLM)**

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- **NEW** - DPI will be updating the school and district list found in [KITE Educator Portal](#) beginning the week of October 24. This update will delete Individual Student Reports *ONLY* for students who attended a school in the 2015-16 school year that has since closed or been assigned a new school code in the 2016-17 school year. Districts should download and save all Individual Student Reports prior to the update to ensure that these records are maintained.
  - **REMINDER** - The **bundled** version of DLM ISRs in [Educator Portal](#) is now functioning correctly. The bundled version of the ISRs allows districts to print multiple student reports at the school-level at one time. All reports (individual and bundled) are available only to those with the roles of District Superintendent, District Test Coordinator, and Building Test Coordinator. Please download and share with teachers and parents. Refer to the bottom of the [DLM Data and Results webpage](#) for helpful resources related to the DLM ISRs.
- **REMINDER** - DACs should not give out, loan, or share their passwords with others in their districts. Should district assessment coordinators need to provide Educator Portal access to additional users, they should create a 'District User' account for that individual. The role of 'District Test Coordinator' can only be assigned by [DPI](#). Should DLM suspect a user account has been compromised (i.e. shared login/password information with multiple users), they will deactivate the account in an attempt to protect access to student information in Educator Portal.

## National Assessment of Educational Progress (NAEP) selected schools only

- **NEW - Registration for MyNAEP** and completion of the **Provide School Information** forms are **due by the end of this week** (October 15). Please note that these are two different steps. Schools must first register, and then next go into MyNAEP to complete the school information forms. Schools with missing registrations and/or information forms will get email reminders on Friday. Next week, schools that have missed the deadline will be emailed, and DACs will be copied on the emails to help encourage that the tasks get completed. Thanks in advance for your assistance.
- **REMINDER - The student list submission “e-file” window opened last week** on October 3.
  - Designated school coordinators should follow the instructions and use the excel template posted on [MyNAEP](#). Please note that the *Provide School Information* form on MyNAEP needs to be completed *before* submitting the e-file. E-files are due October 31.
  - For assistance with e-filing or MyNAEP please contact the [NAEP Help Desk](#) or 800-283-6237.
  - All other questions can be directed to [Angela Dugas](#), Wisconsin NAEP State Coordinator.

### **DAC DIGEST DIGESTIBLES** *(New items added this week are designated in bold)*

Important Dates to Remember		
October	4 - November 1: Test material ordering window	ACCESS
	4 - November 1: Pre-ID upload window for non-public schools	ACCESS
	15: NAEP schools register for MyNAEP and complete the “Provide School Information” form	NAEP
	24: Ensure SIS is up-to-date, syncing with WISEdata	ACCESS
	3 - 31: NAEP schools submit student list via “e-filing” on MyNAEP	NAEP
November	1: Last day for Ordering, Private School Pre-ID file upload due	ACCESS
	3: OSA Office Hours Webinar (9:30 - 10:30)	General
	7 - January 20: Test Coordinators may submit requests for ACT-approved accommodations in the TAA	ACT
	16: ACT Accommodations Q&A training session webinar (10am)	ACT

Important Tasks to Remember	
<input type="checkbox"/> Review and/or share information from 10/12 training (recording to be posted soon)	Forward
<input type="checkbox"/> Review “ <a href="#">Welcome to your Testing Program</a> ” Letter <input type="checkbox"/> Note ACT, ASPIRE, and WorkKeys 2018 administration dates; communicate to relevant team members <input type="checkbox"/> Print and distribute ACT WorkKeys NCRCs <input type="checkbox"/> Print and distribute ACT Aspire Individual Student Reports (ISRs)	ACT High School Assessments
<input type="checkbox"/> Ensure user accounts are up-to-date on WIDA.us, WIDA-AMS.us websites <input type="checkbox"/> Note webinar dates; share with district staff who may be interested <input type="checkbox"/> Order Test Materials: Online, Paper, Specialty tests <input type="checkbox"/> Upload Private School Pre-ID file if necessary	ACCESS

<ul style="list-style-type: none"> <li><input type="checkbox"/> Update secure browser for <a href="#">DLM KITE Client</a></li> <li><input type="checkbox"/> Add new users to <a href="#">Educator Portal</a></li> <li><input type="checkbox"/> Encourage test administrators to complete the <a href="#">required test administrator training</a> as early as possible</li> <li><input type="checkbox"/> Print and Distribute DLM Individual Student Reports (ISRs)</li> </ul>	DLM
<ul style="list-style-type: none"> <li><input type="checkbox"/> Ensure relevant team members are aware of the information regarding reading readiness assessment at <a href="#">Reading Readiness Overview</a> and <a href="#">Reading Readiness FAQ</a></li> </ul>	Reading Readiness
<ul style="list-style-type: none"> <li><input type="checkbox"/> Register for myNAEP and monitor/support your schools as they complete NAEP pre-assessment tasks</li> </ul>	NAEP <i>(selected schools only)</i>

<b>Online Resource Highlights*</b> <i>As new resources are posted to our website, we will include them here for your convenience. 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="#">Technology User Guide</a>	<b>This user guide describes how to configure, install, manage, and troubleshoot DRC INSIGHT</b>	<b>Forward</b>
<a href="#">Spring 2017 and 2018 ACT and Workkeys Calendar</a>	Provides 2017 and 2018 assessment window dates	ACT/WorkKeys
<a href="#">Welcome to your Testing Program Letter</a>	Includes a list of changes for 2016-17, common terms used, and a testing process overview.	
<a href="#">DLM Data &amp; Results resources</a>	A sample parent letter for distribution with ISRs A one-page guide to downloading ISR reports	DLM
<a href="#">ACCESS for ELLs Calendar</a>	Provides an overview of relevant 2016-17 dates	ACCESS
<a href="#">WIDA Resources</a>	Revamped training and manuals for 2016-17	
<a href="#">OSA Office Hours Webinar</a>	The DAC Resources and Trainings page will house our recorded webinar, as well as the accompanying PPT	General
<a href="#">Report Card Resources</a>	Various resources to assist in understanding, explaining, and using the 2015-16 School and District Report Card data	OEA