



# The DAC Digest

Assessment & Accountability Updates

November 19, 2024

## Accountability

### New:

#### Final Report Cards

Today, the final 2023-24 report cards were released. The [public versions](#) can be shared with parents, school board members, school governing bodies, and the community at large. More information about the 2023-24 report cards can be found in [DPI's news release](#).

The secure versions of the report cards in SAFE must always remain secure - even after the public release. They are un-redacted (and could contain personally identifiable student information) and are provided to districts to support internal continuous improvement planning. The secure report cards may only be shared with district employees, as appropriate.

#### Notification Requirements

All schools - private and public - are required to share their most recent school report card with parents, along with a list of educational options for the students in the district, and also link to that report card on their webpage. School boards need to post their complete school and district report cards and district-specific list of educational options on the district webpage. They also must publish a Class 1 notice that includes the most recent report card performance category rating assigned to each school within the district boundaries; a statement that the complete school and district report cards are available on the website; and a description of educational options available to students in the district. Further details can be found on the [notification requirements webpage](#). If you have questions about report cards, please [contact OEA](#).

### Reminder:

#### Data for 2024-25 Accountability Being Captured December 10

The [WISEdata Student Snapshot](#) scheduled for December 10 will capture data to be used throughout 2024-25 school and district report cards and ESSA and IDEA accountability systems. Please see pages 1-2 of the [November 6 DAC Digest](#) for more information and resources to help you prepare your data for this upcoming snapshot. If you have questions about the student data snapshot or how to resolve data issues, please submit a [WISE Help Ticket](#).



## Assessment

### Reminder:

#### Free Assessment Professional Development and Coaching Series - Spaces Still Open!

The Office of Educational Accountability and CESAs are offering a free Assessment Professional Development and Coaching Series on classroom assessment and data analysis, performance tasks, educator created interim assessment, and formative assessment practices. **CESAs are recruiting and looking for more districts to participate!** Additional information is in the [November 6 DAC Digest](#) and on the [Free Assessment Professional Learning and Coaching Series website](#). Please share this information with district leaders and contact [Lauren Zellmer](#) with questions.

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

DACs from districts administering the ACCESS for ELLs who have not already completed the 2024-25 [DAC Confidentiality Agreement](#) should do so now and submit to OEA as soon as possible. See the [November 6 DAC Digest](#) for specific instructions on how to complete and submit the form.

## ACCESS for ELLs

### New:

#### Materials - Updated Delivery Time

Materials will be delivered to the district office on November **21-22**. Please ensure that staff are available to sign for them, and that you have a plan to store them securely. Inventory your shipment, and if you are missing any materials, the Additional Materials window will open on November 22 for ordering. DRC ships to most of Wisconsin with two-day shipping.

If your district is closed and nobody is available to sign for deliveries, UPS will make 3 delivery attempts and then return the shipment to DRC for secure storage. In this case, please reach out to DRC to reschedule your delivery.

#### Test Window

The 2024-25 ACCESS for ELLs test window opens on December 2 and closes on January 31.

### Reminder:

#### 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.

#### Training

As a reminder, staff must recertify annually on the portions of the assessment they are administering. Training is available in the [WIDA Secure Portal](#), and you can view individual staff members' training status there.



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## ACT

### Reminder:

Please visit the [ACT webpage](#) for information, resources and dates.

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## PreACT Secure

### Reminder:

Please visit the [PreACT Secure webpage](#) for PreACT Secure information, resources and dates.

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## DLM

### Reminder:

Please visit the [PreACT Secure webpage](#) for PreACT Secure information, resources and dates.

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## Forward Exam

### New:

#### Forward Exam Educator Involvement Opportunities

DPI is currently recruiting a diverse group of educators from all over Wisconsin (including English learner and special education teachers) to participate in two separate Forward Exam Educator Involvement Opportunities. 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.

- **Alignment Study** - Participants will work alongside national subject-area experts to ensure the alignment of the 2024 Forward Exam for English Language Arts (ELA) and Mathematics to the Wisconsin Academic Standards using the Webb Alignment Model. The primary role of each participant is to review the items (questions) on the ELA and Mathematics exams and judge the depth-of-knowledge (DOK) level of each item and to identify the standard to which each item is aligned.
- **New Item Review** - Participants will review new ELA, mathematics, science, and social studies test questions created for the exam for content, grade level appropriateness, alignment to correct standard, cultural inclusivity, and bias/sensitivity issues prior to placement on the exam.

More information about each opportunity, including how to apply, is available on the [Forward Exam Educators Involvement webpage](#). Educators interested in one or more events need to submit only one application. There is a question in the application which asks the applicant to select the educator

involvement opportunities they would like to participate in and may select all that apply. Please share this information with your educators.

**Reminder:**

**2024-25 Technology User Guide**

The *Forward Exam Technology User Guide* is now available on the [Forward Exam Technology Requirements webpage](#). The user guide is a multi-volume set that describes how to configure, install, manage, and troubleshoot the DRC INSIGHT System. There is also a handout titled *Updates to the Technology User Guide 2024-25* that describes the changes to the guide.

**Technology System Requirements**

DACs and DTCs should review the hardware and operating system requirements documentation for the 2024-25 administration to ensure student devices meet the minimum requirements for testing. Be sure to review the COS Service Device configurations and required bandwidth. Updated 2025 technology system requirements (updated in October) are available on the [Forward Exam Technology Requirements webpage](#).

## NAEP and International Assessments

*(for schools selected to participate in 2023-24 and 2024-25 assessments only)*

**Reminder:**

**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:

NAEP Assessment	Test Window	Task Summary
NAEP Long-Term Trend (LTT) age 13	October 7 - December 13	<ul style="list-style-type: none"> <li>Pre-assessment activities in the AMS should be completed before testing begins.</li> <li>The testing window is now open; each school has one test date within the window.</li> <li>If the participation rate on test day is low, a make-up test may be scheduled.</li> </ul>

NAEP Assessment	Test Window	Task Summary
NAEP LTT age 9	January 6 - March 14	<ul style="list-style-type: none"> <li>Principals received an email on October 24 with information about designating a NAEP School Coordinator.</li> <li>NAEP Field Staff representatives are starting to make contact with School Coordinators to introduce themselves and outline next steps.</li> </ul>
NAEP LTT age 17	March 17 - May 23	<ul style="list-style-type: none"> <li>Principals received an email on October 24 with information about designating a NAEP School Coordinator.</li> <li>The <i>Provide School Characteristics</i> section of the AMS should be completed by January 10.</li> </ul>
NAEP Field Test (grades 4, 8, and 12)	January 27 - March 7	<ul style="list-style-type: none"> <li>On October 10, DACs were notified which of the schools from phase 1 are selected for phase 2. Schools selected for phase 2 will participate in the assessment using <i>either</i> NAEP devices or school devices.</li> <li>On October 11, principals in schools selected for phase 2 were notified. Principals should designate a NAEP School Coordinator,</li> <li>For schools using school devices, designated NAEP Application Installers were emailed on October 24. A follow-up email from the NAEP system was sent November 1.</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 begin submitting their student lists this week; the window to submit the lists will stay open until March.</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.

## Reading Readiness – Early Literacy Assessment

### Reminder:

#### Nightly Rostering for aimswebPlus

An email was sent this week from the DPI Customer Services team announcing that starting on November 20, Pearson will offer an option for nightly rostering directly from WISEdata for 4K to grade 3 students in aimswebPlus. This nightly rostering will include teacher and class associations if the data is available in WISEdata. Districts interested in enabling this feature should contact Pearson directly at [aimswsupport@pearson.com](mailto:aimswsupport@pearson.com) or (866) 313-6194, option 2.

Students will be rostered in aimswebPlus and available to be administered the measures required by WI DPI to comply with Act 20 for the mid-year and spring administration windows. Beginning with back to school 2025-2026, nightly rostering using WISEdata will be required for Act 20.

If you already have nightly rostering enabled using another service (Clever, Classlink, etc.) and are utilizing aimswebPlus measures for grades above grade 3, then you may want to consider maintaining your current setup for the remainder of the 2024-25 school year.

To support aimswebPlus rostering, several specific data components must be reported for all 4K through grade 3 students for the current school year (2024-25), including:

- /student: Student information.
- /studentSchoolAssociation: Student enrollment data.
- /studentEducationOrganizationAssociation: Student demographic details.
- /staff: Information about instructional staff.
- /staffSchoolAssociation: The schools at which each staff member provides instruction.
- /section: Course content and instructional settings.
- /studentSectionAssociation: The course sections to which each student is assigned.
- /staffSectionAssociation: The course sections assigned to each staff member.

To help us better understand and support your aimswebPlus rostering needs, please complete the [LEA Survey on Student Rostering Methods for aimswebPlus survey](#) so we can continue improving the rostering process. For WISEdata issues, create a [WISE Help Ticket](#).

#### Braille Materials for the Mid-Year Administration

Beginning November 21, districts will be able to order accommodated braille materials for the mid-year administration. Materials can be ordered using the [Act 20 2024-25 Braille Survey](#). At this time, we ask that districts only request materials for registered students that utilize braille in the classroom. Materials should be ordered based on a current need, not an estimate of anticipated future need.



## Reminder:

### Training and Support - aimswebPlus

aimswebPlus is offering districts opportunities for learning and support around administering the early literacy assessment this fall.

- [Office Hours Support](#) - Available online through Zoom December 10 every 1st and 3rd Tuesday at 3:30pm CST, and 2nd and 4th Thursday at 11:30am CST.
- aimswebPlus Customer Forum – Held on the second Wednesday of most months.

## 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="#">Student Transfer Request</a>	Please fill out this form if a student moves from another WI district into yours.	ACCESS
<a href="#">DRC System Requirements</a>	Hardware and software requirements for the Forward Exam. Updated in October.	Forward
<a href="#">Technology User Guide</a>	The user guide is a multi-volume set that describes how to configure, install, manage, and troubleshoot the DRC INSIGHT System.	Forward

## Important Dates to Remember

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

Date	Event	Program
November 19	2023-24 Report Cards Public Release	Report Cards
November 19	Test Administration #1 Training Webinar	ACT
November 21	DACs assigned permissions to access the 2024-25 DRC INSIGHT Portal	Forward
November 22	Districts receive materials, Additional Material Ordering Window opens	ACCESS



Date	Event	Program
December 2	Test Window opens	ACCESS
December 3	Office Hours - ACT Accommodations/EL Supports	ACT
December 4	Technology Training Videos available	Forward
December 13	NAEP LTT age 13 test window ( <i>selected schools only</i> ) closes	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>

November 2024 Wisconsin Department of Public Instruction

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