ACCOUNTABILITY UPDATES

Upcoming Preliminary Release - Federal Accountability

DPI plans to release preliminary Federal Notification Packets via SAFE (Secure Access File Exchange) next week, on December 6th. The packets will provide preliminary identifications under both ESSA and IDEA; and will include information about the statewide system of support available to all schools and districts whether they are preliminarily identified under ESSA, IDEA, or not at all. Our intent is to make the school improvement process not only more manageable under the two laws, but also more impactful for all of our students, regardless of the school they attend.

The preliminary notifications in SAFE include reports for every public school and district. We encourage you to review and share the resources on our new Continuous Improvement webpage, including our 2-minute video about what these identifications will mean and the statewide system of support we’re building to ensure continuous school improvement.

District administrators will be notified when the packets are available in SAFE. Because the structure for the preliminary Federal Notification Packet drop down mirrors the security structure of the Accountability Report Cards, you may verify that the appropriate district staff have access to the Accountability Report Cards --- including your district’s special education directors --- so that they will be able to access the packet next week.

- If you prefer only to designate access to the Joint Notification materials, you will be able to manage access specifically to the Joint Notification Packet as of December 6th.
- Please visit the Secure Home information page and follow the steps there to manage access to SAFE. If you have any questions about accessing SAFE, please contact the Help Desk.

Additionally, regional staff from CESAs and the RtI Center work closely with DPI as part of a statewide system of support for the preliminary federal identifications. These staff may, at the district’s discretion, have access to relevant materials in SAFE.

As described in the last DAC Digest, the federal accountability system has a different purpose than the state system (the Accountability Report Cards). While the metrics are very similar (including achievement, growth, and absenteeism, among others), design decisions and calculations are aligned to the purpose of the federal system: to identify the lowest performing schools and student groups in the state so that effective supports can be provided to the schools and students most in need.

To build a shared understanding of federal accountability under ESSA, we are working to provide resources and documentation, and will share widely. In the meantime, if you have accountability questions, please contact your Accountability Trainer or OEA.
Upcoming Snapshot - December 4th!
This is a quick reminder that next week Tuesday, 12/4/18, is the WISEdata snapshot. This is a critical event, when all districts certify the following data are accurate in WISEdata:

- For the 2018-19 school year
  - 3rd Friday of September Enrollment
  - October 1 Child Count

- From the 2017-18 school year
  - Attendance
  - Discipline
  - High School Completion Exits and Dropouts

Please contact the Help Desk if your district has any questions or problems related to this snapshot.

Value-Added Preview Reports - HS Growth
Last week, the High School Growth Preview Report were released in SAFE. Please be sure to select the High School Growth Preview Report (not the Value-Added Reports, which are outdated and slated to be removed on 11/30, see below) in the report topic selection. We apologize for any confusion in accessing the preview reports.

The preview reports are secure, supplementary reports offered to schools and districts with Aspire data, and are to be used for informational purposes only. The value-added scores used in the preview report offer a glimpse into student progress for districts and for schools with grades 9, 10, and 11; and preview the value-added scoring when Aspire data is folded into the report cards next year. It is important to note that the preview reports are not a projection nor a prediction of next year’s report card score because:

- The value-added methodology, by definition, is a normative growth model in which your score depends on the performance of all other schools in the state. Since scoring is relative to all others’ performance next year, no predictions can be made.
- The weighting used in the Report Cards – when both Achievement and Growth scores are available – varies by the poverty rate (as determined by the count of students reported as economically disadvantaged), which fluctuates year to year.

These reports are meant to introduce growth scoring and reporting for schools that have not had growth data for their high school grades. Please encourage district staff and your appropriate school principals to review these reports. Value-added resources are available online. If there are any questions, contact your Accountability Trainer or our team.

Secure Reporting in SAFE
In preparation for future uses of SAFE, we need to clear out some file space and will be removing some of the oldest files. Here are the details:

- 5 Year Rule for Report Cards: Going forward, we will keep five years worth of secure report cards in SAFE. As such, the 2011-12 reports will be removed from SAFE. Each year at this time, the oldest report card year will be removed.
  - Removal of one-pagers: Going forward, we will not save the summary report card (front page, double-sided one-pager) in SAFE. The summary versions from prior years will also be removed over time, but five years of the detailed report cards will remain.
The remaining topic areas will also be removed from SAFE:
  ○ AMAO (District Profile)
  ○ Badger-DLM-ACT Student Data
  ○ Student Growth Percentile Reports
  ○ Value-Added Reports
  ○ WSAS Reports

Our current plan is for the changes above to be implemented on 11/30/18. **Download and securely save any reports that you need on your local server prior to November 30th.** As unredacted reports, it is important that you maintain the security of these reports and data - no matter how old the report.

**WISCONSIN STATEWIDE ASSESSMENT SYSTEM UPDATES**

Thanks for joining the OSA Office Hours Webinar earlier this month. An archive of the November 7 webinar is now available on the [DAC Resources and Trainings webpage](#) for those who were unable to attend the live discussion. The next OSA Office Hours webinar will be on Thursday, January 31.

--OSA

**Forward Exam**

**Reminders:**

**2019 DAC eDIRECT Permissions**
DRC assigned DACs permission to access the 2019 eDIRECT portal on November 9. DACs do not need to assign permissions until January or February 2019. Information about how to assign users will be provided in the eDIRECT Guide, available in January 2019. If you did not receive the email from DRC WI Help Desk with the subject line “Your eDIRECT Portal Account Has a New Profile” please contact the DRC helpdesk at 1-800-459-6530.

**Technology Resources Now Available**
The Technology User Guide and the Technology Readiness Resources were made available on November 13, on the [Forward Exam Technology Requirements and Resources webpage](#).

**Forward Exam Calendar Webpage Updated**
The [Forward Exam Calendar webpage](#) has been updated for the 2018-19 administration. Be sure to refer back to the calendar webpage regularly for any updates.

**2018-19 District Technology Coordinator Training - November 14**
A District Technology Coordinator (DTC) training webinar was conducted on November 14. The training was recorded and posted on the [Forward Exam Technology Requirements and Resources webpage](#).

**The 2018-19 Accessibility Guide has been Posted**
The [Accessibility Guide](#) provides information about the universal tools available to all students, and the designated supports and accommodations that are available for those students who need them during the administration of the Forward Exam. The guide includes descriptions of each accessibility feature and guidelines for their use. Please be sure to get a copy of this updated resource into the hands of your classroom teachers and IEP/504 teams.
Forward Exam Coordinator Contact Information
Due to an update with Microsoft Office applications, the email address for Alison O'Hara, the Forward Exam Coordinator, was updated and the old address no longer is functional. Please delete the old email address from your email and contacts, and make sure that you use the new email address:
alison.ohara@dpi.wi.gov (the old address had an apostrophe).

Dynamic Learning Maps (DLM)
Reminders:
District Test Coordinator Checklist
DPI has created a simple step by step checklist of all DLM DTC responsibilities. In addition, a Test Administrator Checklist is also available for teachers administering the DLM assessment. These are both available on the DPI website.

DLM has created a new centralized recruitment process to create a database of individuals who may be interested in taking part in DLM events. Every year DLM hold events such as item writing and external review. DLM will use this 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. 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.

User Cleanup
All DACs should ensure that users on the Educator Portal are assigned to the correct roles. It is a good time to make sure that only users that need access have access. Any users that have changed roles or left the district should have their user status updated accordingly. If you have any questions regarding this process please contact michael.peacy@dpi.wi.gov.

Moodle Training
Moodle Training is now available for the 2018-2019 school year. New users or users that have not completed the training in the last calendar year will need to complete the new user training. Users who completed the training in the last year will need to complete the returning user training. All training can be found at the DLM Moodle Training Site. If you have any questions about the changes to Kite or Moodle training please contact michael.peacy@dpi.wi.gov.

ACT High School Assessments
New:
Process for ACT Accommodations and English Learner Supports
- School staff members submitting ACT accommodations and EL supports for students should request access to TAA as soon as possible. There can be only one TAA Test Coordinator per school, but there can be multiple Test Accommodations Coordinators. TCs and TACs can enter accommodations into TAA. Instructions for requesting TAA access are in the TAA User Guide.
- Submit all accommodations requests for ACT in the Test Accessibility and Accommodations (TAA) System. Do not submit requests for local arrangements in TAA. Local arrangements are locally approved by the test coordinator. Refer to the List of Allowable Supports for what is a local arrangement versus an accommodation.
- Submit requests early - well before the January 11 deadline - so there is time to resubmit if additional documentation is needed to verify the disability.
- Refer to the resources found on DPI’s ACT Accommodations Webpage. The resources are organized in a checklist format to help schools with the accommodations testing process.
- Information on English Learner Supports is on the DPI’s ACT English Learner Supports Webpage.
• View the recording of Wisconsin's ACT Accommodations Training Webinar for an overview of the accommodations process.
• If a request is not approved, you can submit again for reconsideration. If you are unsure about what documentation to submit for reconsideration, consult the ACT Documentation Policy or contact the ACT Accommodations team at 800-553-6244 x1788 or actaccoms@act.org.
• Log into TAA to view accommodations requests decisions. After receiving decisions, if accommodations requests are not approved, please contact OSA as soon as possible.

Process for WorkKeys Accommodations and English Learner Supports
• For WorkKeys, no TAA submissions are needed.
• To receive accommodated WorkKeys materials, Test Coordinators must adjust the number of accommodated formats needed in PA next (SetUp>Organizations>Test Administration>Edit Enrollment Counts).
• Do not make adjustments to the standard enrollment counts.
• Refer to the WorkKeys Accessibility Guide for a list of available supports.

Reminders:
Manage Contacts and User Accounts in PearsonAccessNext
It is DACs’ responsibility to manage contact information for their schools and to manage the user accounts for their test coordinators. Please refer to the PearsonAccessNext User Guide for ACT and the PearsonAccessNext User Guide for WorkKeys for step-by-step instructions. If you make any changes to the user accounts or organization contacts, you must complete all of these steps twice - once for ACT and then repeat the same steps again in the WorkKeys side of the portal.

ACT/WorkKeys Test Administration Q&A Training Webinar Part 1 - November 29 at 10am
This webinar training and Q&A session is intended for ACT and WorkKeys test coordinators. Two test administration training webinars will be held - each webinar contains different content. School test coordinators should plan to attend both webinars or watch the recordings which will be posted on the DPI ACT Trainings page. Please follow this link to register for part 1 of the Wisconsin ACT/WorkKeys Test Administration Training Webinar.

Deadline to Manage Participation for ACT and WorkKeys - November 30
All school test coordinators are required to manage participation for their school by November 30. This process takes about five minutes and involves logging into PA next and selecting your school’s initial test dates and materials shipping dates for both ACT and WorkKeys. Test coordinators must complete the manage participation steps twice - once for ACT and once for WorkKeys. Please refer to pp. 8-10 in the PearsonAccessNext User Guide for ACT and pp. 9-11 in the PearsonAccessNext User Guide for WorkKeys. The steps are the same for both tests, but must be completed twice - once in the ACT side of the portal and then again in the WorkKeys side of the portal.

Additions to the ACT Aspire Readiness Dashboard in WISEdash
At the request of the WISExpl ore team, DPI has added ELA (and STEM, although not specifically requested) to the Aspire Readiness dashboard in WISEdash Secure. Please note that in 2017-18, ACT updated the ACT Readiness Benchmark for ELA and STEM on the Aspire tests to better align with ACT College Readiness Benchmarks. Information about the new benchmarks can be found in the Aspire Interpretive Guide. Another useful resource is the one-pager titled Understanding ACT’s ELA and STEM Scores: 5 FAQs.

Reading Readiness
Reminders:
2018-19 School Year
The reading readiness requirement will remain the same for the 2018-19 school year. Districts will be required to assess for reading readiness all 4-year-old kindergarten through 2nd grade students at least once during the school year. Each school board and the operator of each charter school shall select the appropriate, valid, and reliable assessment of literacy fundamentals to be used. The school board or operator shall ensure that the assessment evaluates whether a pupil possesses phonemic awareness and letter sound knowledge.

DPI will reimburse districts for expenses incurred fulfilling the administration requirements. More information about reimbursement can be found at Reading Readiness Reimbursement.

Reading Readiness Results
DPI has loaded 2017-18 PALS, MAP and Star reading readiness results to 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 about reading readiness requirements can be found at Reading Readiness Information and Reading Readiness FAQ.

ACCESS for ELLs
New:
- Materials arrive November 29
  - Please plan to inventory and distribute the materials
  - Keep the materials in a secure location
- Additional materials ordering opens on November 29
- Set accommodations as needed in the WIDA AMS
- Print test tickets

Reminder:
ACCESS Pre-Testing
- Ensure staff have access to the WIDA Secure Portal to access training and manuals
- Make sure that INSIGHT and the TSM/COS software is up-to-date and configured
- Consider scheduling practice tests for students who are unfamiliar with the testing software or who may need prior exposure to successfully test
- Material orders have been generated based on the public and private rosters in the WIDA AMS
- Test session setup is not open
- Materials will arrive on November 29
- Additional materials can be ordered starting on November 29
- Test window opens December 3

macOS 10.14 (Mojave)
- DRC has discovered an issue with the macOS 10.14 release that impacts the Speaking domain for both ACCESS for ELLs the WIDA Screener
- Districts using macOS 10.13 are encouraged not to upgrade to 10.14
- WIDA and DRC are working with Apple on this issue, and will provide an update by the end of November
- Please contact DRC Customer Support with any questions at: WIDA@DataRecognitionCorp.com or 1-855-787-9615

### NAEP and International Assessments
*(Selected schools only)*

**Reminder:**

**NAEP High Schools:** Schools selected for grade 12 NAEP received a mailing before Thanksgiving about the High School Transcript Study (HSTS) which is being conducted in conjunction with grade 12 NAEP. Principals should designate a HSTS Coordinator who is familiar with course catalogs and obtaining student transcripts. The HSTS Coordinator should register on [https://hsts.mynaep.com](https://hsts.mynaep.com) with the registration ID and instructions in the mailing by **November 30**.

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#### DAC DIGEST DIGESTIBLES

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<th>Important Dates to Remember</th>
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<td><strong>November</strong></td>
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<tr>
<td>1-30: Ensure all staff are trained, have access to TAM, Accommodations Supplement</td>
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<tr>
<td>5: ACT Test Accessibility and Accommodations (TAA) System opens for 2019 state testing. Schools can begin entering accommodations requests for the 2019 state testing window</td>
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<tr>
<td>5: PearsonAccessNext opens for 2019 ACT and WorkKeys</td>
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<tr>
<td>5-30: DACs manage Test Coordinator contacts and user accounts in PearsonAccessnext</td>
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<tr>
<td>13: WIDA AMS test management opens</td>
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<td>29: Test materials received</td>
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<td>29: Additional materials orders window opens</td>
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<td>29: Test Administration Training Webinar Part 1, 10am</td>
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<tr>
<td>30: NAEP High School Transcript Study (HSTS) Coordinators register on <a href="https://hsts.mynaep.com">https://hsts.mynaep.com</a></td>
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<tr>
<td>30: Deadline for test coordinators to manage participation and choose materials shipping dates for ACT</td>
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<tr>
<td>30: Deadline for test coordinators to manage participation and choose materials shipping dates for WorkKeys</td>
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<tr>
<td><strong>December</strong></td>
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<tr>
<td>3: ACCESS testing window opens</td>
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<td>20: Instructional Tools Interface (ITI) temporarily down for maintenance</td>
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<td><strong>January</strong></td>
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<tr>
<td>7-11: Aspire portal rollover</td>
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<td>10: Deadline to update grade 11 student data in your Student Information System (SIS)</td>
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<td>11: Deadline to submit ACT accommodations requests via TAA</td>
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<td>11: Deadline to order WorkKeys accommodated materials in PearsonAccessnext</td>
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<tr>
<td>16: DTC Training/Q&amp;A Webinar</td>
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<tr>
<td>17: Attend Wisconsin Test Administration Q&amp;A Training Webinar Part 1, 2pm</td>
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<tr>
<td>23: DPI submits student data for upload to Forward portal</td>
</tr>
</tbody>
</table>
## Important Tasks to Remember

- Download the updated version of [Kite Educator Portal](#) onto your computers.
- Complete Moodle training and sign security agreement.
- Roster students and update users.
- Ensure relevant team members are aware of the information regarding reading readiness assessment at [Reading Readiness Overview](#) and [Reading Readiness FAQ](#).
- DACs: manage contact information for your organizations (schools) in PAnext. Once for ACT and again for WorkKeys.
- DACs: manage test coordinator user accounts in PAnext. Once for ACT and again for WorkKeys.
- Test coordinators: manage participation and choose materials shipping dates for ACT.
- Test coordinators: manage participation and choose materials shipping dates for WorkKeys.
- Share the [Wisconsin ACT Test Administration Training Webinar Part 1 registration link](#) with all staff who are involved with administering the ACT and WorkKeys.
- School staff submit ACT accommodations and EL supports requests in TAA.
- Test coordinators edit enrollment counts for WorkKeys accommodated formats in PAnext.
- Review Wisconsin's ACCESS Checklist on the [WIDA website](#).
- Plan for ACCESS testing: ensure staff have WIDA accounts.
- Set accommodations in the WIDA AMS.
- Print and distribute test tickets.

## New Online Resource Highlights

*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.*

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<thead>
<tr>
<th>Resource</th>
<th>Description</th>
<th>Assessment</th>
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<tr>
<td>Technology Readiness Resources</td>
<td>This resource provides information for the Forward Exam set up.</td>
<td>Forward</td>
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<tr>
<td>Planning for ACCESS Testing</td>
<td>This resource provides information for the upcoming ACCESS test window.</td>
<td>ACCESS</td>
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<tr>
<td>Preparing Students to Test</td>
<td>This resource provides directions on how to get students ready for ACCESS.</td>
<td>ACCESS</td>
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<tr>
<td>DPI's ACT Accommodations Webpage</td>
<td>Homepage for all ACT, WorkKeys, and Aspire accommodations resources. This page is organized in a checklist format to help you through the accommodations test administration process.</td>
<td>ACT &amp; WorkKeys</td>
</tr>
<tr>
<td>DPI's ACT English Learner Supports Webpage</td>
<td>Homepage for all ACT, WorkKeys, and Aspire English Learner Supports policies and test administration instructions.</td>
<td>ACT &amp; WorkKeys</td>
</tr>
<tr>
<td>List of Allowable Supports</td>
<td>Document that lists the accessibility supports available on the ACT.</td>
<td>ACT</td>
</tr>
<tr>
<td>WorkKeys Accessibility Guide</td>
<td>Document that lists the accessibility supports available on the WorkKeys tests.</td>
<td>WorkKeys</td>
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