

DAC Digest

November 4, 2015

NOTES FROM THE DIRECTOR

Happy November, everyone!

One function of this weekly digest is to provide a means for you, as DACs, to share relevant information with staff in your district. As you review the DAC Digest each week, please consider the various members of your teams impacted by each assessment and share accordingly. You are DPI's primary voice for assessment-related information to district staff. When teachers, counselors, specialists, other administrators, and technology and support staff are made aware of general information about the assessments, as well as items that are more relevant to their roles, they will undoubtedly feel more confident when it is time to implement the various tests. Thank you for the hard work you put forth on a regular basis to keep your teams informed. We couldn't do our work without your efforts!

Tea with Troy Follow Up

Thanks to the more than 60 DACs across the state for joining us during last Thursday's Tea with Troy Office Hours webinar. We appreciate everyone's contributions to an engaging discussion regarding professional development practices to support data analysis, and questions regarding assessment updates. The recorded webinar will be available on our [website](#) as soon as possible.

Social Media

Just a reminder that the Office of Student Assessment tweets occasionally. Follow us on [Twitter at @WisDPIOSA](#). You can also follow the Department of Public Instruction on [Twitter @WisconsinDPI](#) and [Facebook](#).

~Troy

Troy Couillard, Director - Office of Student Assessment

WISCONSIN STATEWIDE ASSESSMENT SYSTEM UPDATE

FORWARD EXAM

- **REMINDER: Item Review Process** - DPI and DRC will be holding item review meetings at the Wilderness Resort in Wisconsin Dells on December 8 and 9, and Wisconsin educators have the opportunity to participate. More information regarding logistics will be forthcoming. In the meantime, 5-7 content experts are needed in each of the areas and grade levels listed below.

| | |
|---------------------------------------|------------------|
| English and Language Arts, 3-4 | Math, 3-4 |
| English and Language Arts, 5-6 | Math, 5-6 |
| English and Language Arts, 7-8 | Math, 7-8 |

| | |
|-----------------------------------|-------------------|
| Social Studies, 4 | Science, 4 |
| Social Studies, 8 & 10 | Science, 8 |

If members of your staff are interested in participating in these item review meetings, please direct them to visit our [Forward Educator Involvement webpage](#) for more information on how to be considered for this process. Information must be submitted to our office no later than Friday, November 13.

- **Reminder:** DRC has made available a basic, [online demo](#) of their assessment platform. Please use Chrome or Firefox, **not** Explorer, for best results. While this demo is not an actual practice test (practice tests to be released in February 2016), it does provide a good overview of the online test platform.

ACT HIGH SCHOOL ASSESSMENTS

- **ACT/WorkKeys Establishment Process Update: 95% of Wisconsin high schools complete**
 - Questions regarding the establishment process should be directed to ACT via the [Contact Us webpage](#), or by calling 800.553.6244 ext. 2800.
 - **REMINDER: Accommodations Q & A sessions (Nov. 4 and 10)**
 - Webinars will be available during the times listed below. ACT Test Coordinators, Special Education Directors/ACT Test Accommodations Coordinators, and DACs should plan on attending *one* of the following webinars. **One of these sessions will be recorded and archived for future reference.**

| | |
|------------------------------|----------------|
| Wednesday, November 4 | 10:00am |
| | 2:00pm |
| Tuesday, November 10 | 10:00am |
| | 2:00pm |

- ACT staff will provide an overview of the Test Accessibility & Accommodations (TAA) system, and demonstrate how to request accommodations through the online accommodations process. Staff will also answer questions regarding the types of accommodations available, the TAA system, trusted agent and test accommodations coordinator roles in TAA, and the accommodations request process.
- The registration information was sent via email from statetesting@act.org on 10/28/2015.

ACCESS for ELLs

- **REMINDER:** Please ensure that district staff who will be administering ACCESS for ELLs this year are working on the training checklists on the [WIDA.us](#) website. You may need to create accounts for new staff.

- **REMINDER:** Software testing should be happening in your schools. Technology Coordinators may download the Testing Site Manager (TSM) and DRC Insight Secure Browser packages from the WIDA AMS.
- **NEW:** DPI will pull the student roster for ACCESS from ISES on November 12th. Ensure your district finalizes any changes to EL students prior to this date to minimize the need to manually update rosters in the WIDA AMS.
- **NEW:** Please work with private schools in your district which are part of the Title III consortia to ensure that their students are uploaded into the WIDA AMS after November 23rd.

DYNAMIC LEARNING MAPS (DLM)

- DLM recently informed states of several defects related to the DLM KITE Educator Portal and Individual Score Reports. Please see the *“Important Updates Regarding DLM’s KITE Educator Portal and Individual Student Score Reports”* document posted on the [“What’s New” section of the DLM webpage](#) for more detailed information.

PALS

- Fall Administration Window for grades 4K-5K will close on Friday, November 6, 2015.
 - **October 12 – November 6, 2015:** screening window
 - November 20, 2015: score entry deadline
- **REMINDER:** Student results from PALS screening should be provided to parents/guardians at parent-teacher conferences or via other methods. For more information see:
 - <http://www.palswisconsin.info/parent-lettersuu/>
- The Department has prepared a guidance document on the new requirements for assessing students for reading readiness for the 2016-17 school year. This information can be found at [Assessment of Reading Readiness, 2016-17](#).

DAC DIGEST DIGESTIBLES (Dates/tasks that are newly added this week are in **bold**)

| Important Dates to Remember | | |
|-----------------------------|---|----------------|
| November | 2-25: ISES Data Correction Window | General |
| | 3: DLM District Level Training Webinar (11:00) | DLM |
| | 4: ACT Accommodations Q&A session (10:00 and 2:00) | ACT |
| | 5: DLM District Level Training Webinar (2:00) | DLM |
| | 6: PALS screening window for 4K and 5K closes | PALS |
| | 10: ACT Accommodations Q&A session (10:00 and 2:00) | ACT |
| | 12: ACCESS for ELLs Pre-ID file generated by DPI from ISES - all EL info must be up to date | ACCESS |
| | 13: Deadline for Forward Exam Educator Involvement applications | Forward |

| | | |
|----------|--|---------|
| | 20: Grades 4K and 5K PALS score entry deadline | PALS |
| | 20: Deadline to submit requests for ACT-approved accommodations | ACT |
| | 23: ACCESS for ELLs Test Setup opens | ACCESS |
| | 23: Tea w/Troy Optional Office Hours (3:00-4:00) | General |
| December | 1: Districts receive ACCESS test materials, test labels | ACCESS |
| | 2: Test Administration Q&A Training Session for ACT and ACT WorkKeys | ACT |
| | 5: ACCESS for ELLs Testing Window opens | ACCESS |
| | 8-9: Forward Exam Item Review Meeting | Forward |

| Important Tasks to Remember | | |
|-----------------------------|--|----------------|
| <input type="checkbox"/> | Add district/school staff who will be administering the ACCESS for ELLs this year to the WIDA AMS; ensure staff have WIDA.us training account, and are working on the training checklists | ACCESS |
| <input type="checkbox"/> | Tech Coordinators should be downloading the TSM and DRC Insight secure browser | ACCESS |
| <input type="checkbox"/> | TCs who have completed the establishment process and have not received the ACT accommodations email from ACT should contact ACT | ACT |
| <input type="checkbox"/> | Ensure that DACs, ACT Test Coordinators, and SpEd Directors/ACT Accommodations Coordinators plan to attend one of the 11/4 or 11/10 Accommodations Q & A Sessions | ACT |
| <input type="checkbox"/> | Review ACT Aspire Portal users to ensure information is accurate and up-to-date | Aspire |
| <input type="checkbox"/> | Activate DLM user accounts in Educator Portal at least one week prior to needing access to required Test Administration training on Moodle | DLM |
| <input type="checkbox"/> | Tech coordinators can access and download KITE Client; all testing devices must be updated for spring 2016 | DLM |
| <input type="checkbox"/> | DLM ISRs should be downloaded, reviewed, and distributed to parents/guardians asap | DLM |
| <input type="checkbox"/> | Review DLM Science Test information | DLM |
| <input type="checkbox"/> | Check out the Forward Educator Involvement webpage on our website to learn more about the upcoming 12/8-9 Item Review Meetings | Forward |
| <input type="checkbox"/> | Check out DRC's online test demo | Forward |
| <input type="checkbox"/> | Provide student results from PALS to parents/guardians (see above) | PALS |
| <input type="checkbox"/> | Upload student data into the PALS Online Score Entry and Reporting System (<i>Information on the steps required to perform this upload can be found HERE</i>) | PALS |
| <input type="checkbox"/> | Review 2016-2017 Reading Readiness guidance from DPI | PALS |
| <input type="checkbox"/> | Check out the new Strategic Assessment webpage, video, and charts | General |
| <input type="checkbox"/> | Establish time within weekly administrative schedule to review weekly DAC Digest, act upon items as appropriate, and communicate to relevant staff | General |