



The DAC Digest

Assessment & Accountability Updates

December 11, 2024

DAC Digest Communication

Reminder:

December DAC Digest Schedule

The DAC Digest will have a different schedule in December as we get into the time of year when schools are in and out of session. The DAC Digest will not be sent during the weeks of December 23 and 30. Please continue to monitor the DAC Digest and assessment emails, as important trainings, resources, and tools will continue to be released throughout the next few months. As always, you may contact us with questions at oeaemail@dpi.wi.gov.

Assessment

Reminder:

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:

Kindergarten ACCESS Page Number Issue

WIDA just communicated an issue with the page numbers with this year's Kindergarten Student Response Booklet. The test and content are accurate, and the booklet is fine to use. However, the page numbers did not match with the test administration script and the training materials.

If you have already administered the K-ACCESS, you can send it back as normal, and it will get scored. If you have not administered the K-ACCESS, you have two options:

- Administer it as normal in the current booklet, understanding that the page numbers are off.
- Wait for DRC to ship new booklets, likely the first week of January due to holiday shipping and districts on break.



If you choose to administer the K-ACCESS in the new booklets, you can use the current student labels on those booklets. If you have already applied the labels to the current booklets, please put an 'X' through the barcode with a marker to indicate that booklet is not being used, and bubble in the student's WISEid on the new booklet. DRC will go through the booklets and manually match the new booklets to the old label when they see it crossed out.

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.

Additional Materials

The Additional Materials window is now open. Please refer to the email from DRC on November 15 for ordering instructions. DRC ships to most of Wisconsin with two-day shipping.

ACT

New:

Accommodation Requests

The deadline to submit requests for spring 2025 testing is **January 24**. **DPI strongly encourages schools to enter requests into the Test Accessibility and Accommodations System (TAA) now** to avoid delays and allow time for reconsideration if needed.

- Submit requests early - well before the January 24 deadline.
- Refer to [Step 3: Accommodation, on the Wisconsin ACT Webpage](#) for accommodation and EL support resources and training.
- If you have questions or need support entering an accommodation request, contact the ACT Accommodation team directly at (800) 553-6244 x1788.
- 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 an approval for an accommodation.

Reminders:

Important Update: Selecting Testing Date and Mode

Due to changes to the PearsonAccess^{next} (PANext) system, ACT is unable to capture your school's testing mode (paper/online) through PANext. To ensure DPI has your correct testing mode on file, ACT sent a survey to all school test coordinators and DACs on November 21, 2024 (statetesting@operations.act.org). Only one survey per school should be completed. The deadline to complete the survey is January 10, 2025. Please contact [Nikki Braconier](#) if your school did not receive the survey link.



Managing Contact Information and User Accounts in PearsonAccess^{next} (PAnext)

DACs should update the [Manage Contact](#) section of PAnext as soon as possible to ensure ACT and DPI have the correct contact information on file to avoid delays in shipping and receipt of important assessment information. Please also remember to grant access to the PAnext spring 2025 ACT portal to testing staff and remove access for users no longer in testing roles.

PreACT Secure

New:**2025 PreACT Secure Manuals**

The following PreACT Secure resources have been posted to the [Wisconsin ACT Website, PreACT Secure - Step 5](#):

- Online and Online Accommodated Administration Manual
- Paper Accommodated Administration Manual
- Test Forms for all administrations
- Test Coordinator Information Manual
- Wisconsin Administration Supplement

PreACT Secure Accommodations

As a reminder, accommodations for the PreACT Secure will be entered directly into PearsonAccess^{next} (PAnext) and do not require prior ACT approval. Schools can begin entering PreACT Secure accommodations once student rosters have been loaded and PAnext opens on January 27. Additional information on how to enter accommodations will be provided in January.

Reminder:**2025 Schedule of Events**

The spring [2025 PreACT Secure Schedule of Events](#) (SOE) has now been released and posted to the Wisconsin ACT Website. The SOE contains important tasks and deadlines for administering the PreACT Secure and should be reviewed often by all testing staff.

DLM

Reminders:**Training**

Teachers and Test Administrators should begin working on their training for 2024-25.

First Contact Surveys (FCS) and Personal Needs and Preference Profiles (PNP)

The FCS and PNPs must be completed for students to receive testlets. The FCS and PNP can be completed now and should be completed by a person who knows the students' abilities well. Students need to be rostered to their teachers for teachers to be able to access the First Contact Surveys.

Users and Rosters

Please make sure that all Test Administrators and students have been added and updated on Educator Portal. Please also confirm users are up to date and that any users that do not require access are removed.

Forward Exam

New:

Forward Exam Student Preparation

The Forward Exam Practice Test, for each tested grade and content level, is available year round on the [Forward Exam Practice Test webpage](#). All students should be given the opportunity to practice with the online Forward Exam Practice Test in order to interact with the testing system, become familiar with the types of questions they may encounter on the exam, and practice using the universal tools (including Text-to-Speech). The Practice Test contains samples of test questions similar to those on the Forward Exam. Each question contains information about alignment (standard measured), answer key, depth of knowledge, and specific annotations. The Practice Test is not scored, and the online version does not save responses. Accessible Practice Tests are available for students who need to practice Spanish stacked translation, VSL, masking, and color choice tools. Braille Practice Tests can be ordered by DACs by contacting the DRC Help Desk.

The [Student Tutorial videos](#) are designed to help students become familiar with the online testing environment and should be used in conjunction with the practice test. Some videos are intended for all students, while others cover specific tools that are only available at certain grade levels. The student tutorial home screen displays which videos accompany which grade levels as well as run times. Tutorials can be viewed as a class or at individual student machines. New for 2024-25 the student tutorials will be available in Spanish. Student tutorials are available year-round and the Spanish tutorials will be available January 7.

Reminders:

2025 DRC INSIGHT Portal Permissions

DRC has assigned DACs permission to access the 2025 DRC INSIGHT Portal. DACs do not need to assign permissions to other users until January or February 2025. Information about how to assign users will be provided in the DRC INSIGHT Portal Guide, available on January 7. DACs who did not receive the email from 'noreply@datarecognitioncorp.com' with the subject line "Your DRC INSIGHT Portal Account Has a New Profile", please contact the [DRC Help Desk](#) at (800) 459-6530.

Technology Training Videos

The Forward Exam District Technology Training Videos are now available on the [Forward Exam Technology Requirements and Resources webpage](#). This year DRC has provided four short videos that

cover all information District Technology Coordinators (DTCs) need to know about technology updates, requirements, Central Office Services installation/management, and the set-up of student testing devices.

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 the Forward Exam Alignment Study and New Item Review. 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. More information, including how to apply, is available on the [Forward Exam Educators Involvement webpage](#). Please share this information with your educators.

NAEP and International Assessments

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

New:

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 (**new updates are in bold**):

NAEP Assessment	Test Window	Task Summary
NAEP Long-Term Trend (LTT) age 13	October 7 - December 13	<i>Thank you to the schools that participated in LTT age 13. All LTT age 13 testing in Wisconsin has been completed.</i>
NAEP LTT age 9	January 6 - March 14	<ul style="list-style-type: none"> School Coordinators can begin working on the <i>Pre-Assessment Activities</i> in the NAEP AMS, which include scheduling a planning meeting with the Field Staff representative, providing/updating student information, completing assessment logistics information, and notifying parents.

NAEP Assessment	Test Window	Task Summary
NAEP LTT age 17	March 17 - May 23	<ul style="list-style-type: none"> Principals should designate a School Coordinator and the <i>Provide School Characteristics</i> section of the AMS should be completed by January 10.
NAEP Field Test (grades 4, 8, and 12)	January 27 - March 7	<ul style="list-style-type: none"> Schools will participate in the assessment using either NAEP devices or school devices. Schools using school devices should have an Application Installer identified. Communication has been sent to the installers about preparing school devices for testing. NAEP Field Staff representatives are starting to make contact with School Coordinators to introduce themselves and outline next steps. Each school's list of students selected for NAEP testing is now available on the AMS. School Coordinators can begin working on the <i>Pre-Assessment Activities</i> in the NAEP AMS, which include scheduling a planning meeting with the Field Staff representative, providing/updating student information, completing assessment logistics information, and notifying parents.
Program for International Student Assessment (PISA) (age 15)	March 17 - May 9	<ul style="list-style-type: none"> 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. Schools can now submit their student lists; the window to submit the lists will stay open until March. After student lists are submitted, the sampled student list will be available on schools' mypisausa.us. Support for schools is available at PISAHELP@westat.com.

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 or (800) 283-6237.

Reading Readiness – Early Literacy Assessment

New:

Braille Materials for the Mid-year Administration

Districts can now order accommodated braille materials for the mid-year administration. Materials can be ordered using the [Act 20 2024-2025 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.

Reminders:

Mid-year Early Literacy Assessment is Now Open

The mid-year assessment window is now open (December 1 - January 31) with aimswebPlus and is required for all students in 5K through grade 3. There are resources available on the [Pearson/WI website](#) for districts seeking additional guidance that include:

- [Rostering FAQs](#)
- [Training FAQs](#)
- [Content FAQs](#)
- [Pearson Customer Support](#) or (866) 313-6194 (option 1 for general support, option 2 for technical support)

Options for Training Teachers to Administer aimswebPlus

Districts may design training locally based on the resources available on the [Pearson/WI website](#). Options for teacher training:

- Option 1 - Use the asynchronous course for teachers. Visit the [Pearson/WI website](#) and choose “Training” to find the course. The course is comprehensive and includes more than what is required to administer aimswebPlus as a screener as required in Wisconsin.
- Option 2 - Design your own training by viewing an on-demand webinar on the [Pearson/WI website](#) under “Training” and a sample slide deck. From there, use either of these documents ([Mount Horeb](#) or [CESA 8](#)) to directly access the training videos and pages from the assessment manual to train on just the administration tasks required in Wisconsin.

Update for Testing Grades 2-3 Students on iPads using Single Sign On (SSO)

Single Sign On (SSO) is not currently an option for iPads while using the launched (locked down) TestNav application, so consider using the browser-based version of the assessment platform. See the [December 4 DAC Digest](#) for more detailed information.

Nightly Rostering for aimswebPlus

Pearson provides nightly rostering from WISEdata as an option for districts. Rostering will include teacher and class associations if the data is populated in WISEdata. Districts will need to contact Pearson

to enable the nightly rostering. Contact Pearson at aimswsupport@pearson.com or (866) 313-6194, option 2, to have nightly rostering enabled. See the [November 19 DAC Digest](#) for more information.

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
Administration Manuals and Test Forms	Administrative manuals and test forms for the 2025 PreACT Secure.	PreACT Secure
Schedule of Events	Schedule of important tasks and deadlines for 2025.	PreACT Secure
Technology Training Videos	Four short training videos that cover all information DTCs need to install Central Office Services and set up student testing devices.	Forward
Educator Involvement Application	Educators may apply for Alignment Study and/or New Item Review.	Forward
Student Transfer Request	Please fill out this form if a student moves from another WI district into yours.	ACCESS
DRC System Requirements	Hardware and software requirements for the Forward Exam. Updated in October.	Forward
Technology User Guide	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
December 13	NAEP LTT age 13 test window (<i>selected schools only</i>) closes	NAEP

Date	Event	Program
January 7	DAC and Test Administration Training Videos available	Forward
January 7	Test Administration Manual and DRC INSIGHT Portal Guide available	Forward
January 7	Online Testing Tech Readiness Webinar	ACT
January 10	Deadline to submit test date selection survey	ACT
January 21	Office Hours - Verifying Student Roster	ACT
January 24	Deadline to enter ACT Accommodation/EL Support Request	ACT
January 27	PreACT Secure portal opens in PAnext. Rosters available.	PreACT Secure
January 27-31	Verify ACT Student Rosters in PAnext	ACT
January 28	PreACT Secure Test Administration #1 Training Webinar	PreACT Secure
January 28	WISEdata student data file upload to DRC INSIGHT Portal	Forward
January 31	Test window closes	ACCESS
January 31	Mid-year assessment window closes	Early Literacy



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 Office of Educational Accountability
 (608) 267-1072

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

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