

ACCOUNTABILITY UPDATES

Accountability Advisory Group

Over the past two months, we have asked for nominations of school and district staff to participate in technical planning for school and district report cards as part of an Accountability Advisory Group. The deadline for submissions was December 6. Thank you to all who submitted nominations!

We are very fortunate to have received a large number of well-qualified nominees. As such, not everyone who was nominated will be able to participate this year. However, those who are unable to participate will be held in consideration for future opportunities. We will be sending out invitations with more information in the coming weeks for the Accountability Advisory Group meeting in January.

Preparation for Upcoming WISEdata Student Snapshot

The WISEdata student snapshot originally scheduled for December 10 is coming soon on **January 28**. Once the snapshot is taken, the data are considered **certified and final**. The data are used for WISEdash public reporting; federal reporting including IDEA Child Count, Career and Technical Education, and ESSA; some funding allocations such as high poverty aid, Perkins, IDEA flowthrough, and preschool allocations; and for **score calculations in the 2019-20 Accountability Report Cards**. Please share the following information, sent in an [email from Deputy State Superintendent Mike Thompson](#), with your colleagues in order to inform your preparations for this upcoming snapshot.

What data are included in this snapshot?

- 2018-19 Year End Completion data (used to calculate Graduation Rates, Dropout Rates, Chronic Absenteeism, and Discipline)
- 2018-19 Roster and Career Education data
- 2019-20 Third Friday September Enrollment
- 2019-20 October 1 Child Count of students with disabilities

What will happen and when?

- District staff have been recording data in your local SIS, which is pushed real-time to WISEdata and then nightly to WISEdash where the snapshot is taken.
- District staff use tools to monitor their “data health” prior to the snapshot.
- The Customer Services team sends messages from now until the snapshot about specific areas to focus on for data quality. Errors should be fixed in your local SIS and pushed to WISEdata prior to the snapshot to ensure your district’s data are reported accurately.
- On January 28, a “picture” is taken of the data in WISEdash. Your data is considered certified and final at this time.

What do I need to do next?

District administrators are ultimately responsible for their district's snapshot data. Here are suggested steps for your district:

- Work closely with your staff (assistants, special education director and staff, principals, etc.) to ensure data are accurate.
- Use a team approach. Include staff members who work with enrollment, demographic and special education data.
- Use the DPI Application Security Manager (ASM) web application [accessed through the DPI Secure Home Page](#) to provide staff access to the tools.
- Reinforce the high stakes nature of the data and how it is used, i.e., WISEdash Public Portal, accountability reporting, and aid calculations.
- Use the WISEdata Portal and WISEdash for Districts to catch data quality issues.
- Read and acknowledge the data quality statement. The [Acknowledgment Text](#) appears when the WISEdata contact in your district logs into WISEdata. This serves as the assurance from the LEA that their October 1 Child Count is accurate and unduplicated and is needed to receive federal funds.

What if I need help?

These resource guides help you prepare for the snapshot:

- [Snapshot Preparation Guidance](#)
- [WISEdata Reference Guide for Administrators](#)
- [WISEdash Reference Guide for Administrators](#)
- [WISEdata and WISEdash Snapshot Reference Guide](#)
- [WISEdata Training Resources](#) - provided by the CESA WISEsupport team.

Reminder: December TA Calls and January Office Hours

DPI staff are hosting preliminary federal notification technical assistance calls and office hours with districts. Calls started on Monday, December 9 and times are held until the end of January. If your district would like assistance in understanding the reports in the preliminary joint federal notification packet, or needs information on the statewide supports and/or the continuous improvement process, please sign up using this [registration link](#). As a reminder from last year, districts are welcome to invite someone from their [CESA Technical Assistance Network team](#) to participate in the TA calls.

Wishing you a happy holiday season!

~OEA

WISCONSIN STATEWIDE ASSESSMENT SYSTEM UPDATES

Happy Holidays!

Happy holidays from OSA! This issue is the last DAC Digest of the calendar year. We will resume on January 8 with our first edition of 2020.

Forward Exam

New:

Updated TDA Item Sampler

The updated TDA Item Samplers will be available on Friday, December 20. There are now TDA sample items for each grade, as opposed to grade-band. Additional reading passages, prompts, and student writing samples at each grade level and score point have been added.

Reminders:

Student Roster Data Pull from WISEdata

On January 22, DPI will extract a student level data file from WISEdata and provide this file to the Forward test vendor to populate student information in eDIRECT. Please make certain that your student data are correct in WISEdata before the end of the day on January 21.

Technology Training Presentations and Readiness Materials

The 2020 District Technology Coordinator (DTC) recorded training presentations are now available on the [Forward Exam Technology Requirements & Resources webpage](#). There are two presentations - one for new DTC's and technology staff, and a second, shorter presentation with updates and reminders for experienced DTCs. In addition, the Forward Exam Technology User Guide, System Requirements, Site Readiness Checklist, and other technology resources are available on the webpage.

Dynamic Learning Maps (DLM)

New:

The Instruction and Assessment planner will close on December 21 and will reopen on January 2. The site shuts down every year during this time for maintenance. If you have any questions about the Planning Tool please contact [Mike Peacy](#).

Reminders:

DLM Recruitment

Every year DLM holds events such as item writing and external review of testlets to help improve the assessment. Participants enjoy their time and appreciate the learning opportunity provided by these events. DLM uses a 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. Please pass this survey along to anyone who may be able to participate. 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.

Student Portal:

The DLM Student Portal has been upgraded to version 7.0. The new version will need to be downloaded and installed before students will be able to be instructed or assessed. The current version is available on the [Dynamic Learning Maps](#) website under KITE Suite. The directions on how to install Student Portal and the system requirements are spelled out there. If you have any questions please feel free to contact [Mike Peacy](#).

Rosters:

Please begin to roster students into Educator Portal. Once students are rostered, teachers can begin to work on First Contact Surveys and Personal Needs and Preference Profiles. Another benefit of rostering students now is that teachers will have access to student score reports. Score reports are valuable in assistance in the creation of goals and having discussions with parents. If you have any issues with creating rosters, please contact Mike Peacy or go to the [DLM website](#) under manuals.

User Cleanup

All DACs should ensure that users on Educator Portal are assigned to the correct roles. As the year begins 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 [Mike Peacy](#).

Instruction and Assessment Planner

The Instructional Tools Interface is being replaced with the new Instruction and Assessment Planner. One of the main goals of this program is to support the teaching and learning of the students with the most significant cognitive disabilities. The other main goal is to support the process of administering assessments and using results to guide next steps. If your district is interested in using the Instruction and Assessment planner to help guide education for your students, please reach out to [Mike Peacy](#).

Moodle Training

Moodle Training is now available for the 2019-20 school year. New users or users who 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](#). Contact [Mike Peacy](#) with questions about the moodle training.

ACT High School Assessments

ACT with writing

Reminders:

Student Roster Data Pull from WISEdata

On January 14, DPI will extract a student level data file from WISEdata and load this data to the ACT portal (PearsonAccessNext). Please make certain that your student data are correct in WISEdata before the end of the day on January 13.

Training Webinars

- A recorded version of [ACT Test Administration Webinar #1](#) is now available.
- Registration is open for Administration Webinar #2. Please note that the two Test Administration trainings cover different content, so test coordinators should attend both.
 - [Register](#) for the second webinar, ACT Test Administration #2: January 23, 10:30-11:30am
- All trainings will be recorded and posted to the [DPI ACT Trainings page](#).

Process for ACT Accommodations and English Learner Supports

- School staff members submitting ACT accommodations and EL supports for students should request access to [TAA](#) (ACT Test Accessibility and Accommodations System) **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 17 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 [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 request decisions. After receiving decisions, if accommodations requests are not approved, please contact [OSA](#) as soon as possible.

ACT Aspire Early High School

Reminders:

Free ACT Aspire Test Preparation Resources

Links to exemplar items for ACT Aspire can be found at the [DPI ACT Practice Tests/Sample Items website](#).

Training Webinars

Registration is now open for the two Wisconsin Aspire training webinars. Please note that the two trainings cover different content, so test coordinators should attend both. Technology Coordinators should attend the technology readiness webinar. All trainings will be recorded and posted to the [DPI ACT Trainings page](#).

- WI Aspire Technical Readiness Training: February 4, 10:30-11:30am, [registration link](#)
- WI Aspire Test Administration Training: February 6, 10:30-11:30am, [registration link](#)

Reading Readiness

2019-20 School Year

For the 2019-20 school year, the Reading Readiness requirement will remain the same as the previous years. 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.

Reading Readiness Results

DPI is in the process of loading 2018-19 PALS, MAP and Star Reading Readiness results into WISEdash for Districts. Districts that had student data loaded for these screeners in the past will continue to have their data loaded for 2018-19 and beyond.

Districts that did not previously sign a data release will need to do so in order to have their data uploaded into WISEdash. 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>

More information can be found at [Reading Readiness Information](#) and [Reading Readiness FAQ](#).

ACCESS for ELLs

New:

More than 57% of testing is now complete state-wide. Thanks for all of your hard work.

Important notice: For the first time, WIDA has now embedded their Writing Field Test items into the online tests. However, the paper tests do not have field test items in them. This means that grades 4-12 Writing tests differ if they are administered online or in a paper booklet.

You must enroll students in grades 4-12 who are being administered the Writing test on paper into Writing (HW) test sessions, or students will not see the correct items on the screen. If a student needs to enter a character to move to the next writing prompt, they are in the online test session.

Reminders:

All booklets must have a student Pre-ID label or yellow district/school label applied in order to be scored. If you need additional district/school labels due to significant additional orders, please email jesse.roberts@dpi.wi.gov with the number needed for each school.

WIDA and DRC are requesting that Writing booklets for Grades 1-3 be sent back early if possible. They need extra time for validation this year due to embedding field test items in the operational test. This change eliminates the need for separate field tests in the future.

Student Transfer Process

- If you receive a new student between now and the end of January, please fill out the [Student Transfer Request for ACCESS for ELLs](#) form.
 - DPI will confirm enrollment via WISEdash Secure and transfer any partial tests into your district. You can then set up test sessions, print test tickets, and complete testing.
 - Once students show as enrolled in WISEdash Secure, this transfer should occur in one business day.
- If a student leaves your district, remove them from any test sessions that they have not started, and shred any test tickets or labels you may have. If the student enrolls in another WI district their record may be transferred to that district.

National Assessment of Educational Progress (NAEP)

Selected schools only

Reminders:

Districts and schools were notified in May and June of selection to participate in NAEP Long Term Trend (LTT) assessments for the 2019-20 school year. As a reminder, NAEP LTT is the same assessment that has been conducted since the early 1970s; it was last administered in 2012. It is a paper-based assessment in Reading and Mathematics and yields national-level results. Students in specific age groups are sampled (as opposed to grade-based sampling used for other NAEP testing). Each age group has a different assessment window, so there are different deadlines and timeframes for tasks in each age group:

- Age 9 Schools:
 - **NEW: Between now and each school's test date:** School Coordinators will get phone calls from their NAEP field staff representatives and should be working on completing the remaining pre-assessment tasks on MyNAEP:
 - Review and verify the list of students selected for NAEP
 - Complete information about how students with disabilities and English language learners will participate in NAEP
 - Notify parents/guardians of sampled students
 - Plan assessment day logistics
 - Encourage participation and motivate students to do their best
 - **January 6 - March 13** test window; each school has one specific test date.
- Age 17 Schools:
 - **December:** School Coordinator mailings went out December 11. These mailings contain information about registering for MyNAEP and completing the *Prepare for Assessment Tasks*; DACs received MyNAEP registration information by email on December 12.
 - **Friday, January 10:** Deadline for School Coordinators to register for MyNAEP and complete the *Provide School Information* form on MyNAEP.
 - **Friday, January 17:** Deadline for schools to submit student list "e-files".
 - **March 16 - May 22** test window: each school has one specific test date.

*Please contact Angela Dugas (angela.dugas@dpi.wi.gov) if you have any questions.

DAC DIGEST DIGESTIBLES

Important Dates to Remember

December	Mid-month: NAEP age 17 School Coordinator mailings sent to schools; email to DACs	NAEP
	20: NAEP age 13 test window closes	NAEP
	21: Instructional Planner is closed for maintenance	DLM
January	2: Instructional Planner resumes activity	DLM
	6: NAEP age 9 test window opens	NAEP
	10: NAEP age 17 School Coordinator MyNAEP registration and Provide School Information form due	NAEP
	13: Forward resources released (TAM, Test Administrator Training, DAC Trainings, Tutorials, OTT, Samplers, DRC INSIGHT Portal Guide)	Forward
	15: Forward DTC Q&A webinar	Forward
	17: NAEP age 17 student list "e-files" due on MyNAEP	NAEP
	24: Additional Material Orders Window Closes	ACCESS
	31: Test Window Closes	ACCESS
February	7: Deadline for DRC to receive materials	ACCESS
	28: Recommended Date for Moodle training to be complete	DLM
	28: First Contact Surveys and Personal Needs and Preferences Profile need to be completed	DLM
	28: Recommended deadline for security agreements and rosters to be completed	DLM
March	13: NAEP age 13 test window closes	NAEP
	16: NAEP age 17 test window opens	NAEP
	23: DLM test window opens	DLM

Important Tasks to Remember

<input type="checkbox"/> Bookmark and familiarize yourself with the DPI and ACT resources webpages	ACT and Aspire
<input type="checkbox"/> Ensure Pre-ID stickers are applied to the correct booklets. Use District/School labels if missing	ACCESS
<input type="checkbox"/> Ship full boxes of completed test materials back to DRC at any time	ACCESS

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.

Resource	Description	Assessment
ACCESS for ELLs Checklist	Information on what needs to be done when to assist district planning	ACCESS