



The DAC Digest

Assessment & Accountability Updates

February 10, 2021

Assessment

New:

COVID-19 FAQ Now Available

OEA has compiled the most commonly asked questions relating to testing for 2020-21. This FAQ is now available on the [COVID-19 Assessment webpage](#) and will be updated regularly.

OEA Office Hours Webinar

The next OEA Office Hours webinar is scheduled for February 26, from 11:00 am -12:00 pm. During this time, we will provide updates, address timely issues related to DAC responsibilities, and answer questions about statewide assessments. Please plan to join us. DACs will receive an email invitation with information on how to join the meeting the week of the webinar. A recording of the webinar will be provided on the [DAC Resources and Trainings webpage](#) for those unable to attend.

Reminder:

District Assessment Coordinator (DAC) Confidentiality Agreements

If you have not yet submitted your 2020-21 [DAC Confidentiality Agreement](#), please complete the form and submit to OEA by February 19. The 2020-21 form has a new design requiring only one signature for all four assessments. The form may be completed and signed electronically, using Acrobat Reader. Please be sure to:

- read the terms for each assessment,
- select one of the two options for question number nine of the ACT agreement prior to signing,
- submit the entire six-page document to OEA once signed.

All other confidentiality forms (SACs, DTCs, STCs, etc.) remain individual forms, but may be completed electronically, and once completed are to be retained at the school/district level.



ACCESS for ELLs

New:

Communicating with Families Regarding the ACCESS for ELLs

DPI would like to remind you to communicate with the families of English learners in their native languages. Please utilize the [“Notification of Upcoming Assessment”](#) letters offered in both Spanish and Hmong. This year especially, it is important to reassure families there will be no penalties for students who are unable to test.

Reminder:

Test Material Delivery

Test materials will be delivered on February 17. Please ensure that they are stored in a secure location until returned to DRC. The Additional Materials Ordering window opens at this time as well.

Test Window

The ACCESS for ELLs test window opens February 22.

ACT with writing

Reminder:

Testing Materials

Materials for the initial test window will ship to schools February 8-19. Instructions for materials check and preparation are available in the [Test Coordinator Information Manual](#). Be sure to use the correct testing materials and ACT-approved accommodated materials that correspond to the specific testing date. The use of inappropriate materials may result in invalidation due to misadministration. District and school staff, including athletic coaches, who have relatives testing on state test days, should not have any access to secure materials prior to test day.

ACT Late Consideration Request Window

The late consideration request window for accommodations and supports will end March 5. Requests for reasons other than those listed in the [Late Consideration Request Form](#) will not be reviewed. If you have a new student whose former school submitted an accommodation request and it was approved, ACT will transfer the accommodations materials to your school’s test materials order once you add the student to PAnext.

Online Testing Readiness

Districts should have completed site readiness for online testing. If you have not yet completed the site readiness activities or a mock administration, you should do so immediately. Districts may create and assign students to online test sessions February 1 – March 18. The last day to switch from online to paper testing and to order materials is February 26 for the March 9 administration.

Test Administration Training #2

Be sure to [register for Test Administration training #2](#) to be held February 11, 10:30-11:30 am. The training will be recorded and posted on the [ACT Training webpage](#) for those not able to attend the webinar.

Aspire

Reminder:

2021 Portal Access

The Aspire PANext portal opened January 25. New DACs should have received an email invitation to the portal. New DACs who did not receive an email invite should contact Nikki Braconier. Current users will not receive an email; they will use existing credentials to log in. DACs should review the [User Role Matrix](#) before inviting new users.

DLM

New:

Extended Testing Hours

In order to provide additional time to assess students safely, districts have the option to administer the DLM exam during the evening and on weekends. Districts do not need special permission for DLM testing during extended hours, however, DPI will monitor the use of after-hours testing. No help desk or technical support will be available from DLM or DPI during extended testing hours.

Reminder:

Data Extracts

Please continue to monitor the data extracts in Educator Portal to assure that students and teachers are ready for the test window to open.

Forward Exam

New:

Extended Testing Hours

Currently, Forward Exam testing is accessible from 7:00 am - 5:00 pm, Monday through Friday. In order to allow districts additional time to administer the assessment in-person to students safely, DPI is offering optional extended testing hours for the 2020-21 Forward Exam. Districts may now opt to test students, in-person, on Tuesday, Wednesday, and Thursday evenings until 8:00 pm, and on Saturdays from 8:00 am to 4:00 pm during the testing window. **Districts should be aware that no help desk or technical support will be available from DRC or DPI for testing during extended hours.** DACs should have district/school technology staff and back-up plans in place prior to any test administration during extended hours. In

order to utilize the extended hours, DACs must complete and submit the [Forward Exam - Extended Testing Hours Request Form](#) for their district. The request form must be submitted a minimum of one week prior to the planned extended hour testing day. Upon approval from DPI, DRC will open the testing application for the extended hours requested by the district.

Forward Exam Q&A Webinar Recording

The February 10, Q&A webinar recording will be available on the [Forward Exam Trainings webpage](#) on February 17.

Reminder:

Optional Add Accessibility Features Window Begins February 15

During this optional window (February 15-26), districts may use the Multiple Student Upload process to upload designated supports and accommodations for multiple students at one time into the DRC INSIGHT Portal. This two-week window is the only time this option is available. If you choose not to take advantage of the window, you may still enter supports and accommodations into the DRC INSIGHT Portal on an individual student or “mass assign” basis as needed, beginning March 8. Instructions for all three processes are available in the [DRC INSIGHT Portal Guide](#).

Student Data Upload

The student data submitted to DRC on January 20 will be available for users to view and edit on March 8. The student demographic data file that is used to upload multiple student accessibility features will be available for download on February 15.

NAEP

Reminder:

Update on School and Teacher Questionnaires

There is a delay in the notification to schools about the NAEP 2021 School and Teacher Questionnaires Special Study. More information should be available soon; Angela will send emails to the selected schools as soon as the federal government approves next steps for this special study.

Visit the [NCES COVID-19 Updates page](#) for information about the postponement of NAEP testing this year. [MyNAEP](#) is available for participating schools and will be updated with information about the school and teacher questionnaires. Please contact [Angela Dugas](#) with any questions.

Reading Readiness

Reminder:

See the [Reading Readiness webpage](#) for calendar dates, information, and resources.

Assessment and Accountability COVID-19 Related Updates

COVID-19 Updates

For assessment and accountability COVID-19 Updates please visit:

- [COVID-19 – Accountability Updates and Resources](#)
- [COVID-19 – Assessment Updates and Resources](#)

Important Dates to Remember

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

Month	Day and Event	Assessment
February	10: Second DAC, SAC, DTC, and STC Forward Exam Q&A Webinar	Forward
	11: Attend ACT Test Administration 2 Webinar	ACT
	15: NAEP 2021 Questionnaires Special Study window opens	NAEP
	15-19: Validate Configuration and Lock Down Devices (online)	ACT
	15-26: Optional add accessibility features window in DRC INSIGHT Portal	Forward
	16: Attend Aspire Chat with an Expert	Aspire
	17: Test Materials Delivered	ACCESS
	19: DAC Confidentiality Agreement forms due	General
	22: ACCESS for ELLs test window opens	ACCESS
	24: Instruction and Assessment Planner closes for the year	DLM
	26: Deadline to complete enrollment/user/roster uploads in Educator Portal	DLM
	26: Last day to switch from online testing to paper testing	ACT
	26: Last day to order additional standard test materials for March 9	ACT
March	4: Attend Aspire Test Administration 2 Webinar	Aspire
	5: Last day to enter late requests for considerations for accommodations/ELL supports	ACT
	6-18: Prepare Test Sessions and Precache (online)	ACT
	8: Test set-up window opens	Forward
	9: ACT Test Window 1 begins	ACT
	10: Third DAC, SAC, DTC, and STC Forward Exam Q&A Webinar	Forward
	10: Attend Aspire Chat with an Expert	Aspire
	22: Forward testing window opens	Forward
	23: ACT Test Window 2 begins	ACT
26: NAEP 2021 Questionnaires Special Study window closes	NAEP	

New Online Resource Highlights

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
Forward Exam January Q&A Webinar	Recorded optional Q&A webinar session in which Assessment and Technology Coordinators were given the opportunity to ask DPI and DRC staff questions about test set-up, administration, or technology.	Forward



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