



The DAC Digest

Assessment & Accountability Updates

February 12, 2025

Assessment

New:

Test Participation

Test participation is an important part of accountability determinations and performance data validity.

Please work with building leaders to plan for successful test administrations by:

- Monitoring test participation within each assessment's administrative platform.
- Communicating regularly with School Assessment Coordinators (SACs) to support participation, for example, scheduling makeup sessions when needed.
- Scheduling testing early in the test window to ensure time for makeup testing or other unforeseen circumstances.

[NCEO Resource on Participation in Statewide Assessments](#)

The National Center on Educational Outcomes (NCEO) has developed a tool kit that identifies and describes reasons why all students, including students with disabilities, English learners, and English learners with disabilities should participate in state tests.

LEAs and school administrators can use this tool as a guide when communicating with educators, families, and students about why it is so important that students participate in state assessments. This resource contains materials that LEAs as well as IEP Teams can use when making state test participation decisions for all students.

Test Participation and Accountability

The Office of Educational Accountability (OEA) would like to provide districts and schools with some reminders on the impact of test participation on state and federal accountability. Please see below for more information.

[Federal Accountability \(ESSA\)](#)

ESSA requires Academic Achievement calculations to be based upon the greater of 95% of students enrolled for the full academic year or the actual number of students tested. Hence, schools that have student groups with lower than a 95% test participation rate have their scores reduced. Wisconsin's ESSA system applies this requirement by adjusting the denominator of the points-based proficiency rate calculation to the 95% tested level for schools testing below the required 95% rate.



For example, if a middle school serving students in grades 6-8 had 100 full academic year students, but only 90 of these students participated in state assessments, the school's points-based proficiency rate is calculated by dividing the number of points by 95 (minimum participation required by ESSA) rather than 90 (the actual number of students tested). This results in a lowered achievement score for that school.

State Accountability

DPI publishes school and district test participation on school and district report cards for informational purposes only. That is, test participation has no impact on report card scoring. This rule has been effective since the 2016-17 report cards. Please note that a minimum two years of 20 full academic year tested students are required to generate a report card score. If you have questions about accountability, please [contact OEA](#).

Reminder:

District Assessment Coordinator (DAC) Confidentiality Agreement

The [District Assessment Coordinator \(DAC\) Confidentiality Agreement](#) from all DACs is due March 1. All DACs who have not yet submitted the 2024-25 DAC Confidentiality Agreement should do so no later than March 1. The form may be completed and signed electronically using Acrobat Reader. Be sure to select the appropriate options on the ACT/PreAct Secure agreement prior to signing. The entire seven-page document needs to be submitted to OEA once signed. All other confidentiality forms (SACs, DTCs, STCs, etc.) remain individual forms, may be completed electronically, and once completed are to be retained at the school/district level.

ACCESS for ELLs

Reminder:

Data Validation

The pre-reporting data validation window will be open February 19-27. Please plan to check that student names and IDs are correct and ensure that Writing booklets for grades 1-3 were properly matched to the online test sessions. DRC will send an email with data validation instructions on February 12, and you may also participate in [the training hosted in the WIDA Secure Portal](#) prior to that time.

ACT

New:

Test Materials Shipping

ACT will begin shipping materials for Test Window 1 the week of February 17 and will continue to ship materials based on the shipping date schools selected in the Test Date Selection Survey. Instructions on how to track your shipment can be found in the [PearsonAccess^{next} User Guide](#) under the View Status and Shipment Information section. Once materials have been received, follow the instructions outlined on



page 27 of the [Test Coordinator Information Manual](#) to check in and secure your test materials. Run the [Accommodations and Supports Roster](#) in PAnext to obtain a list of students with approved accommodations and required materials. If you are missing materials, please reach out to ACT immediately.

Note: District and school staff including athletic coaches who have relatives testing on state test days should **not** have access to secure materials prior to test day. For additional information on testing staff requirements, please see the [Test Coordinator Information Manual](#).

MyACT Non-Testing Activities

MyACT materials will arrive with your test materials shipment. Distribute one copy of the [Taking the ACT Test](#) booklet and an individualized [MyACT Non-Test Instructions](#) to students. Students must register and complete their MyACT account set-up no later than two days post testing. Resources to assist students with registering for MyACT can be found under [Step 4 of the Wisconsin ACT Website](#).

Newly Enrolled Students

ACT will automatically send testing materials and barcode labels for all students listed on your roster by January 31. To enroll students after January 31, follow the steps outlined under the **Add or Remove Student** section of the [PearsonAccess^{next} User Guide](#). **Newly enrolled students will not automatically receive testing materials.** You must manually place an order for test materials within the PearsonAccess^{next} site. Instructions for ordering additional test materials are outlined in the PearsonAccess^{next} User Guide, within the **Requirements for Additional Materials Order** section.

Test Sessions

The window to create test sessions for Test Window 1 is now open. Instructions on how to create test sessions can be found in the [Online Test Administration Manual](#) (p. 38) and the [Create and Assign Test Sessions](#) tutorial video.

PreACT Secure

New:

Accessibility Supports

Schools can now begin to enter accessibility supports for the PreACT Secure. Accommodation and English learner supports are entered directly into PearsonAccess^{next} (PAnext) and do not require prior approval from ACT. Instructions on how to enter supports can be found in the [PreACT Secure Online Administration Manual - Testing with Accessibility Supports](#) (p. 8). Please keep in mind the following when entering supports:

- All accommodated testing is administered online except for Braille, Large Print, and Human Reader's Script. Change these students' delivery format to paper testing.
- Accommodations must be entered before assigning a student to a test session.



- Accommodations may be entered individually or as a group by import/export.

Additional resources can be found under [Step 3 - Accommodation of the Wisconsin PreACT Secure webpage](#).

DLM

Reminder:

Test Preparation Steps to be Completed by February 28

In order to prepare for the spring administration of the DLM, districts should complete the following four critical tasks by February 28.

- Create teacher user accounts and ensure security agreements have been accepted
- Complete teacher training
- Roster students
- Complete First Contact Surveys and Personal Needs and Preference Profiles

Contact [Mike Peacy](#) with any questions related to the DLM and preparation for the 2024 administration.

Forward Exam

New:

Student Data Upload

The student data submitted to DRC on January 28 will be available for users to view and edit on March 3. Please ensure that any corrections made to the data in the DRC INSIGHT Portal are also reflected in the district's Student Information System (SIS).

Optional Add Accessibility Features Window is Now Open

During this **optional** window (February 10-21), 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 optional window is the only time this method of uploading accessibility features is available. As a reminder, Text-to-Speech is now a Universal Support for all students and does not need to be assigned in the Portal. 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 3. Instructions for all three processes are available in the [DRC INSIGHT Portal Guide](#).

Student Transfers

If a student moves into the district after data were uploaded to the DRC INSIGHT Portal on January 28, a student transfer request must be submitted to DRC. Only DRC can transfer a student record between districts in the DRC INSIGHT Portal, and only the DAC can request a student be transferred into their

district (not out of their district). Transfer requests may be submitted now, but DRC will not begin transferring students in the Portal until March 3. There are three ways to request a student be transferred into your district:

- Use the [transfer spreadsheet](#)
- Use the DRC INSIGHT Portal transfer request form
- Call the DRC Help Desk

See the [DRC INSIGHT Portal Guide](#) for step-by-step instructions and the Testing Scenarios Table in the appendix for more information on student transfers throughout the testing window.

Reminders:

Important Set-up Information for Districts Using iPads

District and School technology staff should take the time to review the [Tech Bulletin: Cross-Website and Device Supervision Update for DRC INSIGHT on iPads](#). Sites using iPadOS 16.2 and higher no longer need to enable Cross-Website Tracking as long as the device is supervised, and the domains are relaxed following the instructions in this tech bulletin. The tech bulletin includes an additional step to relax an app id when enabling device supervision. This step was only recently identified and therefore was not included in the [Technology User Guide](#) (Volume III pages 34-35).

The new option to relax domains/app id is optional for districts that have Mobile Device Management (MDM) software compatible with this new functionality, but it is not required if things worked well for you last year. If you choose not to use this new functionality, or if you are using iPadOS 16.1.2 and below, you need to continue to enable Cross-Website tracking on iPads individually.

The required iPad settings apply to any site that administers both WIDA and Wisconsin Forward testing (if you have both WIDA and Wisconsin listed as locations in your Central Office Services configuration).

Read Aloud (Human Reader) Accommodation Prior Approval

The Read Aloud accommodation is different from the Read Aloud designated support. The accommodation is only available to a student with a visual impairment who is receiving instruction in contracted braille but not yet proficient, and whose need is documented in an IEP or 504 plan. The student must meet all five criteria on the [Request for Read Aloud Accommodation Form for the Forward Exam](#). If a student requires the Read Aloud accommodation and meets the criteria stated on the form, the DAC must submit a Request for Read Aloud Accommodation Form to the Office of Educational Accountability. DPI will review the request, and if approved, activate the process. After receiving DPI approval, the DAC must assign the accommodation in the DRC INSIGHT Portal for the student prior to printing test tickets. Students who do not meet all criteria but require Read Aloud (a human reader) should use the Read Aloud designated support.

NAEP and International Assessments

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

Reminder:

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 in bold**):

NAEP Assessment	Test Window	Task Summary
NAEP Long-Term Trend (LTT) age 9	January 6 - March 14	<ul style="list-style-type: none"> School Coordinators should be 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. These tasks need to be completed before the scheduled assessment.
NAEP LTT age 17	March 17 - May 23	<ul style="list-style-type: none"> NAEP Field Staff are in communication with designated School Coordinators to review the upcoming tasks for schools to prepare for testing. The list of sampled students for each school is now available on the NAEP AMS. School Coordinators can begin completing the <i>Pre-Assessment Activities</i> in the AMS including scheduling a planning meeting with the Field Staff representative, providing/updating student information, completing assessment logistics information, and notifying parents. Principals should receive <i>Best Practices: Strategies for Supporting High School NAEP Participation</i> guides in the mail this week. In addition, principals will receive three emails leading up to the assessment window with links to the materials in the guides. This information is also available on high schools’ NAEP AMS pages.

NAEP Assessment	Test Window	Task Summary
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. The assessment window is now open; School Coordinators should be finalizing 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. These tasks need to be completed before the scheduled assessment date.
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:

Scores from Mid-year Administration

Now that the Mid-year administration is over, Pearson has begun extracting scores from the aimswebPlus platform. These scores are then transmitted to DPI for our work in ensuring compliance with Act 20.

Spring Screening Window

The spring screening window for 4K through 3rd grade opens March 16. Per statute, spring screening must be completed on or before the 45th calendar day before the end of the school year.

March Customer Forum

The March Customer Forum will be held on March 12. During the Customer Forum, you can engage with other users and the aimswebPlus team for learning, feedback opportunities, and updates. Recordings and certificates of attendance are posted in Help within aimswebPlus after each session. Register using the [aimswebPlus Customer Forum form](#) to attend.

Reminder:

2025-26 School Year aimswebPlus Administration Dates

The 2025-26 administration dates for the Act 20 Early Literacy Screener are listed below.

- Fall: Aug 1 - Oct 24, 2025
- Mid-year: Dec 1, 2025 - Jan 30, 2026
- Spring: March 16 - May 8, 2026

Beginning in 2025, the fall administration will now be a required administration for grades 4K – 3. The fall screener should be administered no more than 45 calendar days after the beginning of the district's school year. The spring screener should be administered on or before the 45th day prior to the last day of school for the year.

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
Educator Involvement Application	Educators may apply for Alignment Study and/or New Item Review.	Forward

Important Dates to Remember

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

Date	Event	Program
February 10-21	Optional Add Accessibility Features window	Forward
February 17	ACT begins shipping Test Window 1 test materials	ACT

Date	Event	Program
February 17	Paper accommodated test material ordering window opens	PreACT Secure
February 19	Pre-Reporting Data Validation Window opens	ACCESS
February 25	PreACT Secure Technical Readiness Webinar	PreACT Secure
February 27	Pre-Reporting Data Validation Window closes	ACCESS
February 28	Deadline to order additional paper test materials: Test Window 1	ACT
March 3	Access to DRC INSIGHT Portal test sessions, student information, and ability to assign individual student accessibility features	Forward
March 7	NAEP Field Test (grades 4, 8, 12) assessment window closes (<i>for selected schools only</i>)	NAEP
March 11	ACT Test Window 1: Paper standard testing date	ACT
March 11-14, 17-21	ACT Test Window 1: Administer online and accommodated testing (paper and online)	ACT
March 14	NAEP Long-Term Trend age 9 assessment window closes (<i>for selected schools only</i>)	NAEP
March 17	Forward, DLM, and PreACT Secure test windows begins	WSAS
March 17 - May 23	NAEP Long-Term Trend age 17 assessment window (<i>for selected schools only</i>)	NAEP





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