



The DAC Digest

Assessment & Accountability Updates

February 15, 2023

Accountability

Reminder:

Test Participation and Accountability

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.

Here are some reminders on the impact of test participation on state and federal accountability:

[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.

[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. If you have questions about accountability, please [contact OEA](#).

Assessment

New:

District Assessment Coordinator (DAC) Confidentiality Agreements

DACs who have not completed the 2022-23 [DAC Confidentiality Agreement](#) should do so now and submit to OEA by March 1. The form may be completed electronically and signed electronically using Acrobat Reader. Please be sure to read the terms for each assessment and to **select the appropriate options on the ACT agreement prior to signing**. The entire document needs to be submitted to OEA



once signed. DACs should also ensure staff involved in administering the assessments complete the [appropriate confidentiality forms](#) and retain the forms at the district or school level.

ACCESS for ELLs

Reminder:

Data Validation

The pre-reporting data validation window closes February 23. Please double check that all booklets were matched correctly and that there are no duplicate records in your district.

Do Not Score codes should not be used unless a student should receive no score at all. If these codes are applied to online domains for students taking Alternate ACCESS for ELLs, DRC will not score their booklets.

Alternate ACCESS for ELLs Field Test

If you received field test materials and need additional materials, please use the [Alternate ACCESS for ELLs Field Test 2022-23: Additional Materials Order Form](#).

ACT

New:

Additional Materials Order - Deadline

The last day to order additional materials for **Test Window 1** is **February 24**. Test Coordinators should:

- Verify all students received materials for testing.
- Verify receipt of [Online Testing Materials Return Kit](#) if testing online.
- Order additional materials in PearsonAccess^{next} if needed. Instructions on how to place an additional order for standard materials can be found in the [PearsonAccess^{next} User Guide for the ACT](#). Contact ACT Accommodations (800-553-6244 Ext. 1788) to order accommodated materials.

Test Window 2 - Materials Receipt

Test materials for Test Window 2 will arrive the week of February 20. You will receive a single shipment that includes both secure and non-secure test materials.

- Instructions for tracking your shipment can be found in [PearsonAccess^{next} User Guide](#).
- Check and secure materials as outlined on page 27 of the [Test Coordinator Information Manual](#).
- 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.



Late Consideration for Accommodations - Deadline

The final day to submit a Qualified Exception to the Deadline (late consideration) for accommodations is **March 3**. A [Qualified Exception to Deadline Form](#) must be completed and submitted with all requests. Resources on how to enter accommodations can be found on the [Wisconsin ACT Website, Step 3 - Accommodation](#).

Testing Staff Training Session

DACs or Test Coordinators are required to host a training session for all testing staff (new and experienced) prior to testing. This training is separate from the briefing session on test day. The following resources provide information that should be included in your training:

- [Test Coordinator Information Manual](#) (starting on page 21)
- [Standard Paper ACT Test Administration Manual](#) (starting on page 15)
- [Paper Accommodations ACT Test Administration Manual](#) (starting on page 15)
- [Online/Online Accommodations ACT Test Administration Manual](#) (starting on page 22)
- Additional training tutorials can be found on the [Wisconsin ACT Website](#)

Student Preparation and Sample Tests

Free ACT practice tests and preparation materials can be found on the [DPI ACT Practice Tests and Sample Items webpage](#).

Reminders:

Online Testing Readiness

Districts testing online during Test Window 1 should have begun online site readiness tasks. Online site readiness resources are on the [Wisconsin ACT Website, Step 2 - Configuration, Complete Site Readiness for Online Testing](#).

Online Testing Administration

Test Coordinators should be actively creating and assigning students to test sessions in the [PearsonAccess^{next} ACT portal](#). Instructions on how to create test sessions and assign students to a test session can be found in the [Online Testing Administration Manual](#) (page 38) and in the [Create and Assign Test Sessions Tutorial](#). **Note:** The last day to switch from online to paper testing **and** to order materials is **February 24** for Test Window 1.

DLM

New:

First Contact Surveys

First Contact Surveys are an important part of the test preparation process and determine the linkage level in which the student's assessment will begin. DACs should monitor the First Contact Survey data

extract to ensure surveys are showing as completed. If the extract still shows the survey as Ready to Submit, the survey has been completed, however, the teacher needs to submit.

Reminder:

Data Extracts

DACs should monitor district data extracts in Educator Portal (under reports) to ensure students and teachers are prepared for the test window. Pay close attention to the following extracts:

- Rosters - ensure all students are rostered,
- Training - ensure all teachers have completed their training,
- First Contact Surveys (FC) - ensure all FCs have been completed.

Forward Exam

New:

Student Transfers

If a student moved into the district after data were uploaded to the DRC INSIGHT Portal in January, 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. Transfer requests may be submitted now, but DRC will not begin transferring students in the Portal until March 6. 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 Help Desk. DACs cannot request to transfer a student out of their district.

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.

March Forward Exam Q&A Webinar

The final optional Forward Exam Q&A webinar session of 2023 will be on March 8, at 1:00 pm. This webinar is an opportunity for District and School Assessment Coordinators (DACs/SACs) and District and School Technology Coordinators (DTCs/STCs) to ask DPI and DRC staff questions about Forward Exam test setup, administration, or technology that may have come up after reviewing the training videos and other resources. Please share this information with your DTCs, SACs, and STCs. The webinar will be recorded and posted on the [Forward Exam Trainings webpage](#) for those who cannot attend the live session. The first two Q&A sessions are currently posted. To join the webinar on March 8, please use this [Forward Exam Q&A webinar Zoom link](#).

Reminders:

Extended Testing Hours

Forward Exam testing is accessible from 7:00 am - 5:00 pm, Monday through Friday. Districts may opt to test students in-person on Tuesday, Wednesday, and Thursday evenings until 8:00 pm, and Saturdays

from 8:00 am to 4:00 pm during the testing window. To utilize the extended hours, DACs must complete and submit the [Forward Exam - Extended Testing Hours Request Form](#) for their district.

Optional Add Accessibility Features Window Now Open

During this **optional window** (February 13-24), 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. 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 6. Instructions for all three processes are available in the [DRC INSIGHT Portal Guide](#).

Student Data Upload

The student data submitted to DRC on January 18 will be available for users to view and edit on March 6. 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).

NAEP and International Assessments

Reminder:

Field Test Schools Assessment Planning Tasks

Schools participating in the NAEP field tests this spring can begin the tasks to prepare for their assessments. NAEP School Coordinators received an email on February 6 that outlines tasks. All tasks will be completed on the secure [Assessment Management System \(AMS\) site](#). School Coordinators will see the list of students selected to participate in the assessment on the AMS. They should review and verify student information, work with school staff to determine accommodations for students with disabilities and English Learners who require them, and supply assessment logistics information. NAEP field staff representatives will contact School Coordinators to set up planning meetings to review these tasks and provide support to the schools.

See the [NAEP webpage](#) for grade levels and content areas assessed, dates, additional information, and resources; and contact [Angela Dugas](#) with any questions.

PreACT Secure

New:

PreACT Secure - Change to Late Start Policy

PreACT Secure testing should begin by 9:00 am. ACT has now agreed to allow schools to start testing any time before 1:30 pm. **Schools who begin testing after 9:00 am. will still need to submit an irregularity report.** An ACT irregularity report is needed for data collection purposes only. Tests that begin before



1:30 p.m. will not be invalidated. Information regarding this policy change is available under the Sequence and Timing the Test Section of the [PreACT Secure – Online Administration Manual](#) (p. 27).

Note: This late start change only applies to PreACT Secure testing. **All 11th grade ACT testing must begin by 10:30 am.**

PreACT Secure Technical Memo - Revisions

ACT has revised the [PreACT Secure Technical Memo](#) to include additional details on reporting categories and skills for all subject tests.

Reminder:

Accommodations - PearsonAccess^{next} Portal

DPI has been informed of limitations with the accommodations entry process for PreACT Secure. At this time, PearsonAccess^{next} is not allowing the following accommodations to be entered:

- Human Reader
- Extended time for paper testing
- Accessible calculator
- Medical device
- Fidget device

ACT was notified of the issues and are working to repair them. DPI encourages the field to continue to enter all other student accommodations. DPI will provide updates on repairs as they become available.

Reading Readiness

Reminder:

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

DAC Contact Update

Reminder:

Please update [District Assessment Coordinator \(DAC\) contact information](#) as contact information changes or staffing changes occur throughout the year. The information provided is used to:

- Ensure DACs receive regular assessment and accountability updates, and
 - Upload information into vendor portals to ensure DACs have annual permissions.
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New Resources

As new resources are posted to our website, they will be included here for a few weeks. This is NOT an exhaustive list, but highlights resources with significant relevance to upcoming test windows.

Resource	Description	Assessment
Forward Exam Extended Testing Hours Request Form	Form DACs complete and submit to request extended testing hours for the 2023 Forward Exam Administration.	Forward
Forward Exam Request for Read Aloud Accommodation Form	Form DACs complete and submit to request the Read Aloud Accommodation for the 2023 Forward Exam Administration for students who qualify.	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 15	ACCESS Data Validation window opens	ACCESS
February 16	Office Hours - Testing Virtual Students	ACT
February 23	ACCESS Data Validation window closes	ACCESS
February 24	Deadline to order additional test materials for Test Window 1	ACT
February 24	Optional Add Accessibility Features Window in DRC INSIGHT Portal Ends	Forward
February 27	Paper accommodated test materials ordering window opens	PreACT Secure
March 6	District Clean-up of Individual Student Demographic Data and Assignment of Individual Student Supports and Accommodations in DRC INSIGHT Portal	Forward
March 7	ACT Test Window 1 begins - administer paper standard testing	ACT
March 8	Return March 7 paper testing materials	ACT

Date	Event	Program
March 8	Final DAC, SAC, DTC Q&A Webinar of 2023	Forward
March 10	Last day to order paper test materials for Test Window 2	ACT



This publication is available from:
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 Office of Educational Accountability
 (608) 267-1072

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

February 2023 Wisconsin Department of Public Instruction

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