



# The DAC Digest

Assessment & Accountability Updates

February 20, 2025

## Accountability

### New:

#### Preliminary Joint Federal Notifications

Preliminary joint federal notifications will be available in [SAFE, the Secure ACCESS File Exchange](#), on **February 27**. The reports include:

- District Summary Report
- IDEA LEA Determinations
- ESSA Accountability Report
- ESSA Progress to Exit Report for schools with a Comprehensive Support and Improvement (CSI) or Additional Targeted Support and Improvement (ATSI) identification.

Final reports, including the Racial Equity in Special Education (disproportionality) report, will be released in April 2025.

Please note that preliminary reports should not be shared with the public. In addition, the LEA Determination reports may contain personally identifiable information and should never be shared with the public. For questions about ESSA, please contact [Sam Bohrod](#). For questions about IDEA, please contact [Courtney Reed Jenkins](#).

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## Assessment

### New:

#### The Assessment Professional Learning Series is going virtual!

The Assessment Professional Learning Series is now being offered virtually to offer more opportunities for educators, schools and districts to take advantage of this [FREE virtual learning](#). These sessions offer dedicated time for synchronous virtual professional learning with educators around the state provided by CESA Assessment Specialists. Participants will also have access to resources for asynchronous learning between sessions. In addition to this learning, in-district coaching support is also available within each local CESA. Please register by April 30.

Topics and dates:

- Performance Based Assessments: March 6, March 13, April 10 and April 24; 3:30-5pm



- Formative Assessment Practices: April 8, April 15, April 29 and May 6; 3:30-5:30 pm
- Classroom End of Unit Assessments and Data Use: April 30, May 14 and May 28; 3-5pm
- Educator Created Interim Assessments: June 12 and June 17; 8am-12pm

Contact [Renee Jadin-Rice](#) for more information.

## Reminders:

### 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 closes February 27. Please 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. There is also a [training hosted in the WIDA Secure Portal](#). Please note that DPI gets all demographic information from WISEdata - only the State Student ID, Last Name, First Name, Birth Date, and Grade need to be verified at this time.

## ACT

### New:

#### 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<sup>next</sup> ACT portal](#) for Test Window 1. Instructions on how to create test sessions and assign students to a test session can be found in the [Online Testing Administration Manual](#) (p. 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 March 1 for Test Window 1.

### 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 14).
- [Paper Accommodations ACT Test Administration Manual](#) (starting on page 16).
- [Online/Online Accommodations ACT Test Administration Manual](#) (starting on page 23).
- Additional training tutorials can be found on the [Wisconsin ACT Website](#).

### Reminders:

#### 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<sup>next</sup> 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<sup>next</sup> User Guide](#). Newly enrolled students will not automatically receive testing materials. You must manually place an order for test materials within the PearsonAccess<sup>next</sup> site. Instructions for ordering additional test materials are outlined in the PearsonAccess<sup>next</sup> User Guide, within the Requirements for Additional Materials Order section.

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## PreACT Secure

### New:

#### Online Testing Readiness

Districts may begin online site readiness tasks for PreACT Secure. Technical readiness resources are on the [Wisconsin PreACT Secure Website, Step 2 - Complete Site Readiness](#).

#### Creating Test Sessions

Once Test Coordinators have verified enrollment and entered accommodations for students, they may begin creating test sessions and assigning students to those test sessions in the [PearsonAccess<sup>next</sup> PreACT Secure portal](#). Instructions on how to create test sessions can be found in the [Online Testing Administration Manual](#).

#### Technical Readiness Webinar

The PreACT Secure Technical Readiness webinar will be held on Tuesday, February 25. DPI strongly recommends that all test coordinators **and** technical coordinators attend this training. Visit the [PreACT Secure Trainings webpage](#) to register for this event.

#### Paper Accommodated Material Orders

The window to order PreACT Secure paper accommodated materials is now open. Test Coordinators should make sure all paper testers are marked with a test delivery format of paper and an order placed for test materials in PearsonAccess<sup>next</sup>. Instructions on how to change the test delivery format and order paper accommodated materials can be found in the [PearsonAccessnext User Guide for the PreACT Secure](#).

### Reminder:

#### Accessibility Supports

Schools can now begin to enter accessibility supports for the PreACT Secure. Accommodation and English learner supports are entered directly into PearsonAccess<sup>next</sup> (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](#).

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## DLM

### New:

#### Data Extracts

Please monitor the data extracts in Educator Portal to ensure that students and teachers are ready for the test window to open. Under “reports” in Educator Portal extracts to monitor training, rosters and First Contact Survey completion can all be downloaded and monitored in real time.

#### DLM Test Preparation

Rosters, teacher training, and First Contact Surveys should be completed by **February 28** for testlets to be administered. Please remember to only roster students to the appropriate subjects for their grade level.

#### First Contact Surveys

First Contact Surveys are an important part of the test preparation process and determine the linkage level at 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” after the survey has been completed, the teacher needs to submit it.

#### Post Secondary Opportunities Project Survey

The Dynamic Learning Maps Alternate Assessment is seeking middle and high school teachers of students with significant cognitive disabilities to participate in a Needs Assessment Survey on current practices and needs for teaching academics related to postsecondary opportunities. If you are a current teacher with knowledge of the DLM Essential Elements, career planning, and instruction please consider taking the [Postsecondary Opportunities \(PSO\) Project Survey](#). District Assessment Coordinators - please pass this opportunity along to any educator who would be a good fit to answer a few survey questions.

## Forward Exam

### New:

#### Testing Checklists

The Prior to Testing Checklist is currently available on the [Forward Exam Resources webpage](#). This is not a comprehensive list to get ready for testing, only a quick double check prior to testing to make sure you are on track. Comprehensive checklists for District/School Assessment Coordinators and Test Administrators are available on the [Forward Exam Resources webpage](#).

#### Extended Testing Hours

Forward Exam testing is accessible from 7am to 5pm, Monday through Friday. Districts may once again opt to test students in-person on Tuesday, Wednesday, and Thursday evenings until 8pm, and on Saturdays from 8am to 4pm 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. 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.

### **Stacked Translation**

Schools should determine which stacked translation should be assigned to a student prior to testing. This can be accomplished by allowing the student to use the stacked translation designated support on the Forward Exam Practice Test with English (STE) audio and Spanish (STS) to decide which would be more beneficial during actual testing. The stacked translation assignment cannot be changed in the portal once a student has started testing. It is not possible to have both the English and Spanish audio on the same test form. Districts will receive an error message in the DRC INSIGHT Portal if they attempt to assign both. Note that if the student requires occasional text read in the other language (English or Spanish), you may assign the Read Aloud (Human Reader) Designated Support in either English or Spanish in addition to the stacked translation.

For students assigned 'Stacked Translation (Spanish) with Spanish (STS) Audio' test administrators may opt to use the Spanish version of the Test Administration Script available on the [Forward Exam Resources webpage](#).

### **Reminders:**

#### **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 Closes February 21**

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 (starting March 3)

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.

## 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"> <li>• 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.</li> </ul>
NAEP LTT age 17	March 17 - May 23	<ul style="list-style-type: none"> <li>• <b>The Long-Term Trend age 17 assessment has been canceled. Schools were notified on February 19.</b> Thank you to schools for all the work you have put in to prepare for this assessment. Please direct any questions to <a href="#">the NAEP Help Desk</a> or <a href="#">Angela Dugas</a>.</li> </ul>

NAEP Assessment	Test Window	Task Summary
NAEP Field Test (grades 4, 8, and 12)	January 27 - March 7	<ul style="list-style-type: none"> <li>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.</li> <li>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.</li> </ul>
Program for International Student Assessment (PISA) (age 15)	March 17 - May 9	<ul style="list-style-type: none"> <li><b>The MyPISA website is down and we are waiting for information about the status of the PISA program.</b> Please stay tuned for updates. In the meantime, please direct questions to <a href="mailto:PISAHHELP@westat.com">PISAHHELP@westat.com</a>.</li> </ul>

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](mailto:NAEPHelp@westat.com) or (800) 283-6237.

## Reading Readiness – Early Literacy Assessment

### Reminders:

#### 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.





### 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.

## 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
<a href="#">Educator Involvement Application</a>	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 19	Pre-Reporting Data Validation Window opens	ACCESS
February 21	Optional Add Accessibility Features window closes	Forward
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	<b>ACT Test Window 1: Paper standard testing date</b>	ACT

Date	Event	Program
March 11-14, 17-21	<b>ACT Test Window 1: Administer online and accommodated testing (paper and online)</b>	ACT
March 14	NAEP Long-Term Trend age 9 assessment window closes <i>(for selected schools only)</i>	NAEP
March 17	<b>Forward, DLM, and PreACT Secure test windows begins</b>	WSAS
March 17 - May 23	NAEP Long-Term Trend age 17 assessment window <i>(for selected schools only)</i>	NAEP



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February 2025 Wisconsin Department of Public Instruction

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