Assessment and Accountability

Reminder:

District Assessment Coordinator (DAC) Confidentiality Agreement Due March 1

All DACs who have not yet completed the 2023-24 DAC Confidentiality Agreement should do so no later than March 1. The form may be completed electronically and signed electronically using Acrobat Reader. Be sure to select the appropriate options on the ACT 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, but may be completed electronically, and once completed are to be retained at the school/district level.

Accountability

New:

Preliminary Joint Federal Notifications

Preliminary joint federal notifications will be available in SAFE, the Secure Access File Exchange on **February 29**. 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 2024.

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.

ACCESS for ELLs

Reminders:
Data Validation Window
The pre-reporting Data Validation window will close February 29. 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. Demographics are sourced from WISEdata, so only the core identifying information needs to be checked at this time.

Training is hosted in the WIDA Secure Portal in Section 5 of the ACCESS for ELLs Online training.

ACT

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 PearsonAccessᴺᵉˣᵗ 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. 39) 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

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PreACT Secure

Reminders:

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 next PreACT Secure portal. Instructions on how to create test sessions can be found in the Online Testing Administration Manual.

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 (new 2024).

Additional resources can be found under Step 3 - Accommodation of the Wisconsin PreACT Secure webpage.

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.

DLM Test Preparation
Rosters, teacher training, and First Contact Surveys should be completed by **February 23** in order for testlets to be administered. Please remember to only roster students to the appropriate subjects for their grade level.

Reminder:
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" after the survey has been completed, the teacher needs to submit.

Forward Exam

New:
Forward Exam Q&A webinar
On March 6 at 12:30 pm, the final optional Q&A webinar sessions for 2024 will take place. This webinar is an opportunity to ask DPI and DRC staff questions about Forward Exam test set-up, administration, or technology that may have come up after reviewing the training videos and other resources. Please come prepared to ask questions that may have come up during test prep or from educators during trainings. To join the webinar on March 6, please use this Forward Exam Q&A webinar session Zoom link.

Reminders:
Student Transfers
If a student moved into the district after data were uploaded to the DRC INSIGHT Portal on January 25, 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 4.

Extended Testing Hours
Forward Exam testing is accessible from 7:00am - 5:00pm, Monday through Friday. Districts may once again opt to test students in-person on Tuesday, Wednesday, and Thursday evenings until 8:00 pm, and on Saturdays from 8:00am to 4:00pm 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.

Optional Add Accessibility Features Window Closes February 23
During this optional window (February 12-23), 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. Accessibility features may also be entered into the Portal on an individual student or "mass assign" basis as needed, beginning March 4. Instructions for all three processes are available in the DRC INSIGHT Portal Guide.

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Student Data Upload
The student data submitted to DRC on January 25 will be available for users to view and edit in the DRC INSIGHT Portal on March 4. Please ensure that any corrections made to the data in the portal are also reflected in the district's Student Information System (SIS).

NAEP and International Assessments

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

Reminder:

NAEP Assessment Window Extended
NAEP School Coordinators should complete all Assessment Planning Tasks in the NAEP Assessment Management System (AMS) before the school's test date. NAEP field staff will follow up with individual schools to provide support in completing remaining tasks. DACs can review the progress of most of the tasks in the NAEP AMS but will not have full access to all the tasks unless they are also designated as the School Coordinator. Please contact Angela Dugas if there are any questions.

See the NAEP webpage for grade levels and content areas assessed, dates, additional information, and resources. Contact Angela Dugas with any questions. If there are issues with the NAEP AMS, please contact the NAEP Help Desk at NAEPHelp@westat.com or (800) 283-6237. To reset your password for the NAEP AMS, click "Learn more about how to log in" and then click "Forgot password".

Reading Readiness

Reminder:

For detailed information about requirements for screening go to the Assessment of Reading Readiness Overview webpage.

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
Transfer Request Spreadsheet	DACs can request a student record in the DRC INSIGHT Portal be transferred into their district from another district.	Forward

Resource	Description	Assessment
Forward Exam - Extended Testing Hours Request Form	DACs may submit a request to test students during preset extended testing hours throughout the window.	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 21-29	Pre-Reporting Data Validation Window	ACCESS
February 23	Optional Add Accessibility Features window closes	Forward
February 23	Verify Users and students are updated in Educator Portal	DLM
February 23	Verify students are rostered and First Contact Surveys complete	DLM
February 23	Verify Teachers have completed their trainings	DLM
February 26	Paper testing order window opens	PreACT Secure
March 1	Last day to enroll students for Test Window 1 and order materials	ACT
March 4	Access to DRC INSIGHT Portal test sessions, individual student information, and ability to assign individual student accessibility features	Forward
March 5	Attend PreACT Secure Technical Readiness Training	PreACT Secure
March 6	Third and Final DAC/SAC and DTC Q&A Webinar	Forward
March 8	Deadline to submit Qualified Exceptions to the Deadline accommodations/supports for Test Window 1	ACT
March 8	Begin preparing online test sessions and precache test content for Test Window 1	ACT
March 12	**ACT Test Window 1: Paper standard testing date**	ACT

Date	Event	Program
March 12-15, 18-22	**ACT Test Window 1: Administer online and accommodated testing (paper and online)**	ACT
March 12-15	Order additional paper test materials for Test Window 2	ACT
March 13	Return March 12 paper standard testing materials	ACT
March 15	Deadline to submit Qualified Exceptions to Deadline accommodations/supports for Test Window	ACT
March 18	**Forward, DLM, and PreACT Secure test windows begins**	Forward, DLM, PreACT Secure
March 19	Deadline for ACT to receive standard paper test materials from March 12 administration	ACT
March 19	Attend Test Administration #2 webinar	PreACT Secure
March 20	Begin creating and assigning students to test sessions for Test Window 2	ACT
March 22	Purge online cached ACT test content from Test Window 1	ACT
March 22	Prepare and precache test content for Test Window 2	ACT
March 22	NAEP Test Window closes (for selected schools only; each school has one test date in the test window)	NAEP
March 25	Return Test Window 1 accommodated and online test materials	ACT

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