



# The DAC Digest

Assessment & Accountability Updates

February 22, 2023

## Assessment

### Reminder:

#### 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.

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## ACCESS for ELLs

### Reminder:

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

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## ACT

### New:

#### Newly Enrolled Students:

Test Coordinators should verify that all new students are enrolled in PearsonAccess<sup>next</sup> and that test materials have been ordered. Once rostered, the Test Coordinator will need to create individualized [Non-Test Instructions for Students Forms](#) for those students and provide them with a printed copy of [Taking the ACT](#). Instructions on how to create the Non-Test Instruction form and additional MyACT resources can be found under [Step 4 of the Wisconsin ACT Website](#).

### Reminders:

#### 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<sup>next</sup> if needed. Instructions on how to place an additional order for standard materials can be found in the [PearsonAccess<sup>next</sup> 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<sup>next</sup> 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 webpage](#).

### 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](#).

## PreACT Secure

### New:

#### Paper Accommodation Material Orders

The window to order PreACT Secure paper accommodation materials for students with visual impairments opens on February 27. 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 [PearsonAccess<sup>next</sup> User Guide for the PreACT Secure](#).

## Reminder:

### 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.

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## DLM

### Reminders:

#### Data Extracts

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

#### DLM Test Preparation

Rosters, teacher training, and First Contact Surveys need to be completed by **February 25** in order for testlets to be administered. Please remember to only roster students to the appropriate subjects for their grade level.

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## Forward Exam

### New:

#### 2022 Forward Exam Required Trainings

The required Forward Exam trainings, for District and School Assessment Coordinators (DACs/SACs) and Test Administrators (TAs), are available on the [Forward Exam Trainings webpage](#). District Technology Coordinators (DTCs) should refer to the DTC trainings, available on the [Forward Exam Technology Resources and Requirements webpage](#), prior to the set up of testing devices.



## Reminders:

### 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](#).

### 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.

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## NAEP and International Assessments

### Reminder:

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

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## 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.

## 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
<a href="#">Alternate ACCESS for ELLs Field Test 2022-23: Additional Materials Order Form.</a>	If you received field test materials and need additional materials, please use the form linked here.	ACCESS

## Important Dates to Remember

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

Date	Event	Program
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



Date	Event	Program
March 1	DAC Confidentiality Form due	General
March 3	Deadline to submit late accommodation considerations	ACT
March 3	Begin precaching test content and preparing test sessions for Test Window 1 online testing	ACT
March 6	District Clean-up of Individual Student Demographic Data and Assignment of Individual Student Supports and Accommodations in DRC INSIGHT Portal begins	Forward
<b>March 7</b>	<b>ACT Test Window 1 begins - administer paper standard testing</b>	<b>ACT</b>
March 8	Return March 7 paper testing materials	ACT
March 8	Final DAC, SAC, DTC Q&A Webinar of 2023	Forward
March 8	Attend Technical Readiness webinar	PreACT Secure
March 10	Last day to order paper test materials for Test Window 2	ACT
March 10	Deadline to order paper test materials for Test Window 2	ACT
March 15	Attend Test Administration #2 webinar	PreACT Secure
March 17	Alt-ACCESS Field Test window closes	ACCESS
March 20	Return Test Window 1 accommodated and online test materials	ACT
March 20	NAEP Field Test window opens (for selected schools only)	NAEP
March 20	TIMSS test window opens (for selected schools only)	TIMSS



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