



# The DAC Digest

Assessment & Accountability Updates

February 4, 2026

## Assessment

### New:

#### Assessment Professional Learning and Coaching Series Case Studies

Case studies showcasing districts' outcomes and successes from participating in the Assessment Professional Learning and Coaching Series have been posted to the [Assessment Professional Learning and Coaching Series webpage](#). The series achieved a remarkable statewide reach, engaging 776 educators and serving 63 districts across all 12 CESA regions during the 2024-2025 school year. These case studies tell the story of how 14 districts across the state leveraged this opportunity to empower educators, enhance assessment literacy, foster data-driven culture, and support continuous improvement.

### Reminder:

#### District Assessment Coordinator (DAC) Confidentiality Agreement

DACs who have not already completed the 2025-26 [DAC Confidentiality Agreement](#) should do so now and submit to OEA as soon as possible. The form may be completed electronically and signed electronically using Acrobat Reader. Be sure to read the terms for each assessment and **select only the boxes that apply to your district** on the ACT/PreACT Secure agreement prior to signing. The entire document needs to be submitted to OEA once signed by March 1. All other confidentiality forms (SACs, DTCs, STCs, etc.) may be completed electronically and once completed are to be retained at the school/district level.

---

## WIDA ACCESS

### New:

#### Data Validation Window

The Pre-Reporting Data Validation Window opens on February 18. 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 11, and you may also participate in [the ACCESS Data Validation training hosted in the WIDA Secure Portal](#) prior to that time.



## Reminders:

### Materials

Please send materials back as soon as possible. All materials are due back to DRC by February 10. **Please make sure all secure materials are packaged in the supplied bags.** Secure materials should not be returned in the large yellow boxes used for boxed orders. Instead, please return them using the individual boxes in which the orders were originally packaged.

Under Reporting Services > Published Reports, you may access a secure material tracking spreadsheet showing what DRC has sent you and what they have received back. They update this on a regular basis as material returns come in.

UPS Labels can be ordered in the Additional Material section of the WIDA AMS. If you need additional yellow District/School labels to place on booklets you bubbled in, please reach out to [Jesse Roberts](#) with the district, school, and number of labels needed.

---

## ACT

### New:

#### Newly Enrolled Students

ACT will automatically send testing materials 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: Option 2** 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.

#### IMPORTANT: ACT Accommodations - Due February 11

The last day to request ACT Accommodations and EL Supports for Test Window 2 is **February 11**. Resources on how to enter accommodations can be found on the [Wisconsin ACT Website, Step 3 - Accommodation](#). Please reach out to [Nikki Braconier](#) immediately if you are having difficulties with an approval.

#### Creating and Assigning Test Sessions

Each test window for the ACT has a separate window to create and assign online test sessions in PAnext. This window opens for Test Window 1 on Monday, February 9. Resources on how to create and assign students to test sessions can be found in [Online Test Administration Manual](#) and the [Create and Assign Test Session Tutorial](#). **Note:** Please see the [ACT Schedule of Events](#) for Test Window 2 and 3 dates.

---



## PreACT Secure

### New:

#### Verifying Rosters and Entering Accommodations

The PreACT Secure student rosters have been uploaded into [PearsonAccess<sup>next</sup>](#) and schools should begin to verify the accuracy of their rosters and enter student accommodations. Please see the [January 30 PreACT Secure program email](#) for additional information and resources on how to complete these tasks.

#### Verify Test Coordinator Contact Information

Each assessment, ACT and PreACT Secure, are separated into portals within PAnext and testing staff and contact information is managed separately. DACs should verify that the Test Coordinator's (TC) contact information has been updated in the Manage Contacts section. There can only be one TC listed and that person will be the primary contact for the PreACT Secure. ACT will only send communications to this TC and the DAC. It is the responsibility of the DAC and TC to disseminate information down to additional testing staff. Please see the [Managing Contacts Tutorial](#) or the [PearsonAccess<sup>next</sup> User Guide](#) for instructions.

#### Online Technical Readiness Training

The technical readiness training for the PreACT Secure will be held on Tuesday, February 10 at 10am. DPI strongly encourages all Technical Coordinators and Test Coordinators to attend this training. Registration for this training and all PreACT Secure trainings can be found on the [DPI PreACT Secure Trainings webpage](#). Trainings are recorded and can be accessed through the original registration link.

---

## DLM

### New:

#### 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. Every year, teachers are asked to review the First Contact Surveys for accuracy. 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.

### Reminders:

#### Field Test

Every year, Test Administrators are asked to work with students to complete field tests during the assessment window. Field testing is an essential part of the test development process. Students may see up to four field test items in science this year. We ask that you encourage your teachers to complete these field test items, so we have as many completed as possible.



**Training**

In order for a teacher to be able to administer the DLM, they need to complete the required teacher training. Teachers who are new to DLM or who did not complete training last year need to complete the new teacher training. Returning teachers who completed the training last year need to complete the returning teacher training this year. Please encourage teachers to complete the training as soon as possible.

**Rosters and Users**

Please make sure that all Test Administrators and students have been added and updated in Educator Portal. In order for teachers to complete the first contact surveys, students need to be rostered to the teachers. Please also confirm users are up to date and that any users that do not require access are removed. If you have any questions about rosters and users, please contact [Mike Peacy](#).

**Forward Exam****Reminders:****Read Aloud (Human Reader) Accommodation Prior Approval**

The Read Aloud 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](#). The DAC must submit the request 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.

**Stacked Translation**

Schools should determine which stacked translation should be assigned to a student prior to testing by allowing the student to use the Forward Exam Practice Test with Stacked Translation 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. Please refer to the English Learner (EL) Support Decision Tree for additional EL support assignment options. For students assigned STS, Test Administrators may opt to use the Spanish version of the Test Administration Script available on the [Forward Exam Resources webpage](#). NOTE: Translation is not permitted for the ELA exam.

**Forward Exam Test Set-up and Accessibility Assignment**

Beginning February 9, districts will have access to their student data and test set-up features (i.e., accessibility, registrations, and test tickets) in the DRC INSIGHT Portal. At that time, District and School



Assessment Coordinators will be able to begin entering designated supports and accommodations for students. This may be done using import management or entering them on an individual student basis. As a reminder, Text-to-Speech is a Universal Support for all students and does not need to be assigned in the Portal. Instructions are available in the [DRC INSIGHT Portal Guide](#).

---

## NAEP

*(for selected districts and schools only)*

### Reminder:

#### The Testing Window is Now Open

The NAEP testing window is January 26 to March 20, 2026; each participating school has been assigned one specific test date. See the [NAEP webpage](#) and the [NAEP AMS](#) for information and resources. Please contact [Angela Dugas](#) with any questions.

---

## Reading Readiness – Early Literacy Assessment

### Reminders:

#### Set 'Student Not Tested' (SNT) Status by February 13 for Mid-Year Act 20 Screening

Pearson has created an indicator within the aimswebPlus platform that allows users to indicate when a student has not tested on an Act 20 screener as well as the reason why (for example, absent, advanced to diagnostic, etc.). Release Notes and accompanying screenshots can be found on the [aimswebPlus Help website](#).

Indicating an SNT reason will be required beginning with the 2025-26 mid-year administration. **Districts should plan to indicate the SNT reason for students who did not screen in the mid-year window by February 13.** A district should mark an SNT status if a student did not complete and receive a score for any of the measures required for that administration. If a student completed and received a score for some measures but not all, plan to indicate a not tested status.

#### WISE-Only Rostering Districts: Homeroom Indicator for Classes Beginning March 16

Districts who are rostering for Act 20 using only WISE (not multi-source) should begin using the Homeroom Indicator in the district's Student Information System to indicate which classes should be imported into aimswebPlus for Act 20 screening. Beginning March 16, Pearson will import only the classes that have the Homeroom Indicator marked, which will help reduce the number of unnecessary classes imported into the aimswebPlus platform from WISE. For assistance in how to mark the Homeroom Indicator in your Student Information System, please contact your SIS vendor.

### On-Demand Replay of Key Webinars Available

As a reminder, districts can access the on-demand replay of the [Optimizing Classroom Decisions through Data-Driven Insights](#) and [Empowering Individualized Student Decisions through Data Analysis](#) webinars. As we have concluded the fall administration and are moving toward mid-year, schools may find this information especially useful.

### Pearson Office Hours Available

Pearson hosts Office Hours every other Tuesday from 11:30am – 12:30pm CT. Please see the [Wisconsin Office Hours list of dates](#) and use this [Zoom link](#) to join each session. This offering is specific to Wisconsin, and districts may use the time to ask questions about the aimswebPlus platform, how to access materials and screen in aimswebPlus, how to access score results, viewing reports, and more.

## 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="#">Test Administrator Training Video</a>	Training that is required for all TAs and covers all information TAs need to prepare for and administer the Forward Exam.	Forward
<a href="#">DAC/SAC Training Video</a>	Training for DACs/SACs that covers all aspects of Forward Exam administration.	Forward
<a href="#">Test Administration Manual</a>	This manual provides Forward Exam TAs with information about policies and procedures, student and classroom preparation, troubleshooting, and the test administration script for TAs.	Forward
<a href="#">DRC INSIGHT Portal Guide</a>	Guide to help DRC INSIGHT Portal users manage user permissions, student information, and testing responsibilities.	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 9	Test set up opens - access to DRC INSIGHT Portal Test Sessions, Accessibility Features, Test Tickets	Forward
February 9	Test material order window opens for Test Window 1	ACT
February 9	Begin creating and assigning students to test session - Test Window 1	ACT
February 10	All materials due back to DRC for scoring	ACCESS
February 10	Online Technical Readiness Training	PreACT Secure
February 11	Accommodations deadline for Test Window 2	ACT
February 16	Paper test material order window opens	PreACT Secure
February 16	ACT test materials begin shipping	ACT
February 17	Office Hours - Testing virtual students	ACT
February 18	Data Validation Window Opens	ACCESS
February 26	Data Validation Window closes	ACCESS
February 27	Last day to order test materials for Test Window 1	ACT



This publication is available from:  
Division of Student and School Success  
Office of Educational Accountability  
(608) 267-1072

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

February 2026 Wisconsin Department of Public Instruction

The Wisconsin Department of Public Instruction does not discriminate on the basis of sex, race, color, religion, creed, age, national origin, ancestry, pregnancy, marital status or parental status, sexual orientation, or ability and provides equal access to the Boy Scouts of America and other designated youth groups.