



# The DAC Digest

Assessment & Accountability Updates

February 5, 2025

## Assessment

### Reminder:

#### 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

### New:

#### Data Validation

The pre-reporting data validation window will be open February 19-27. 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 12, and you may also participate in [the training hosted in the WIDA Secure Portal](#) prior to that time.

### Reminder:

#### Material Returns

Please ensure that all materials have been picked up by UPS by Friday, February 7, to arrive at DRC by February 11. You can find a list of outstanding items under Materials > Return Materials Receipt Report.

You are encouraged to consolidate boxes, and extra return shipping labels can be ordered in the WIDA AMS/DRC Insight Additional Materials section.

---



# ACT

## Reminders:

### Online Testing Site Readiness Service

ACT will provide Wisconsin schools with an optional Online Testing Site Readiness Service. This helpful service will allow districts to connect directly with an ACT Customer Support Specialist trained in the technical requirements and support of online administration. This service is optional and interested districts will need to opt-in to it. ACT sent DACs an email ([onlinetestsupport@act.org](mailto:onlinetestsupport@act.org)) on January 29 with additional information and instructions on how to participate. DPI encourages districts to take advantage of this opportunity to ensure they are ready for online testing.

### Upcoming ACT Trainings

Visit the [DPI ACT Training webpage](#) to register for these upcoming ACT trainings:

- Test Administration #2 webinar - February 11, 10-11am.
- Office Hours - Testing Virtual Students - February 18, 10-11am.

### 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

## Reminders:

### Student Roster Upload

DPI loaded PreACT Secure student rosters into PAnext on January 24. Schools can now begin verifying rosters and assigning accommodations. Instructions and resources on how to complete these tasks can be found on the [Wisconsin PreACT Secure webpage](#) under Step 2, Configuration: Verify Enrollment Counts and Step 3, Accommodations: Set Up Accommodations and EL Supports.

### Student Preparation and Sample Tests

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

---



## DLM

### Reminder:

#### Test Preparation Steps to be Completed by February 28

In order to prepare for the spring administration of the DLM, districts should complete the following four critical tasks by February 28.

- Create teacher user accounts and ensure security agreements have been accepted
- Complete teacher training
- Roster students
- Complete First Contact Surveys and Personal Needs and Preference Profiles

Contact [Mike Peacy](#) with any questions related to the DLM and preparation for the 2024 administration.

---

## Forward Exam

### Reminders:

#### Important Set-up Information for Districts Using iPads

District and School technology staff should take the time to review the [Tech Bulletin: Cross-Website and Device Supervision Update for DRC INSIGHT on iPads](#). Sites using iPadOS 16.2 and higher no longer need to enable Cross-Website Tracking as long as the device is supervised and the domains are relaxed following the instructions in this tech bulletin. The tech bulletin includes an additional step to relax an app id when enabling device supervision. This step was only recently identified and therefore was not included in the [Technology User Guide](#) (Volume III pages 34-35).

The new option to relax domains/app id is optional for districts that have Mobile Device Management (MDM) software compatible with this new functionality, but it is not required if things worked well for you last year. If you choose not to use this new functionality, or if you are using iPadOS 16.1.2 and below, you need to continue to enable Cross-Website tracking on iPads individually.

The required iPad settings apply to any site that administers both WIDA and Wisconsin Forward testing (if you have both WIDA and Wisconsin listed as locations in your Central Office Services configuration).

#### Optional Add Accessibility Features Window Begins February 10

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](#).

### **Read Aloud (Human Reader) Accommodation Prior Approval**

The Read Aloud accommodation is different from the Read Aloud designated support. The 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](#). If a student requires the Read Aloud accommodation and meets the criteria stated on the form, the DAC must submit a Request for Read Aloud Accommodation 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.

### **Educator Involvement Opportunities**

DPI is still recruiting a diverse group of educators from all over Wisconsin (including English learner and special education teachers) to participate in the Forward Exam **Alignment Study (deadline to apply is February 7)** and New Item Review (deadline to apply is May 2). These events are important steps in the development of the Forward Exam. This is a great opportunity to be a part of the Forward Exam development and have detailed input on the exam and take knowledge back to your district about the processes. More information, including how to apply, is available on the [Forward Exam Educators Involvement webpage](#). Please share this information with your educators.

---

## **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 (***no new updates this week***):

NAEP Assessment	Test Window	Task Summary
NAEP Long-Term Trend (LTT) age 13	October 7 - December 13	<ul style="list-style-type: none"> <li>• Thank you to the schools that participated in LTT age 13. All LTT age 13 testing in Wisconsin has been completed.</li> </ul>
NAEP 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>• NAEP Field Staff are in communication with designated School Coordinators to review the upcoming tasks for schools to prepare for testing.</li> <li>• The list of sampled students for each school is now available on the NAEP AMS. School Coordinators can begin completing the <i>Pre-Assessment Activities</i> in the AMS including scheduling a planning meeting with the Field Staff representative, providing/updating student information, completing assessment logistics information, and notifying parents.</li> </ul>
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	March 17 - May 9	<ul style="list-style-type: none"> <li>• PISA districts and schools were originally notified over the summer. Additional schools are being added to the</li> </ul>



NAEP Assessment	Test Window	Task Summary
Student Assessment (PISA) (age 15)		<p>national sample to ensure that the U.S. can produce valid results. If a new school is added, we will first notify the district and then the school.</p> <ul style="list-style-type: none"> <li>Schools can now submit their student lists; the window to submit the lists will stay open until March. After student lists are submitted, the sampled student list will be available on schools' <a href="http://mypisausa.us">mypisausa.us</a>.</li> <li>Support for schools is available at <a href="mailto:PISAHELP@westat.com">PISAHELP@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

### New:

#### Successful Mid-year Testing

Congratulations to all districts for your hard work ensuring mid-year testing was completed on time! This was our first required administration for Act 20 and, for many districts, the first experience assessing with aimswebPlus. Both Pearson and WI DPI saw great engagement from districts and look forward to continuing that partnership together as we approach our spring 2025 administration.

#### 2025-2026 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.

#### New 4K and 4K Community Approach (4KCA) Webpage

Wisconsin Reads, a part of the DPI website focused on Act 20, now includes [an Act 20 in 4K and 4K Community Approach \(4KCA\) webpage](#). This page includes information about how Act 20 applies in 4K, early literacy screening in 4K, communication with parents/caregivers about early literacy screening in

4K, and approaches to early language and literacy instruction in 4K. This page can support DACs in supporting educators serving students in 4K to be prepared for mandatory spring early literacy screening.

### February Customer Forum

The February Customer Forum will be held on February 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.

### Reminder:

#### Spring 2025: Early Literacy Screening in 4K

The required early literacy spring screening window includes 4K and opens on March 16; spring screening must be completed no later than on or before the 45th day prior to the last day of school. (If the last day of school is June 6, count backwards 45 calendar days to find the 45<sup>th</sup> day prior to the last day of school.)

Please ensure 4K (including 4K community approach (4KCA) sites) are prepared to administer the required aimswebPlus subtests (initial sounds and letter sounds word fluency). All students (including students with IEPs and/or English learners) must be screened. There is no parent/caregiver opt out and no alternate assessment. As a reminder, diagnostic assessment and personal reading plans are not required in 4K.

Preparation includes but is not limited ensuring:

- all students enrolled in 4K are rostered in aimswebPlus;
- teacher accounts are set up (including in 4KCA sites) and that students are accurately assigned to teachers;
- test administration materials are prepared for students and teachers (or other staff administering the assessment), which will include printing materials;
- staff administering the assessment are familiar with administration protocols and score entry;
- parents/caregivers receive a communication in their preferred language about student assessment results within 15 days of completing the assessment;
- a communication plan between school district personnel and 4K community approach providers is developed and implemented.

Information about rostering students and teachers is available on the [Wisconsin Website](#). Sample parent/caregiver communications (including translations) are available on the [ACT 20 Resources web page](#).

---

## 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 10-21	Optional Add Accessibility Features window	Forward
February 10	Begin creating test sessions for online testing: Test Window 1	ACT
<b>February 11</b>	<b>All materials due back to DRC for scoring</b>	<b>ACCESS</b>
February 11	Test Administration #2 Training Webinar	ACT
February 17	ACT begins shipping Test Window 1 test materials	ACT
February 17	Paper accommodated test material ordering window opens	PreACT Secure
February 19	Pre-Reporting Data Validation Window opens	ACCESS
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



Date	Event	Program
March 7	NAEP Field Test (grades 4, 8, 12) assessment window closes <i>(for selected schools only)</i>	NAEP
March 14	NAEP Long-Term Trend age 9 assessment window closes <i>(for selected schools only)</i>	NAEP
March 17 - May 23	NAEP Long-Term Trend age 17 assessment window <i>(for selected schools only)</i>	NAEP



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 2025 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.