Accountability

New:

Test Participation and Accountability

Test participation is an important part of accountability determinations and performance data validity.

Please work with building leaders to plan for successful test administrations by:

- Monitoring test participation within each assessment's administrative platform.
- Communicating regularly with School Assessment Coordinators (SACs) to support participation, for example, scheduling makeup sessions when needed.
- Scheduling testing early in the test window to ensure time for makeup testing or other unforeseen circumstances.

The Office of Educational Accountability (OEA) would like to provide districts and schools with some reminders on the impact of test participation on state and federal accountability. Please see below for more information.

Federal Accountability (ESSA)

ESSA requires Academic Achievement calculations to be based upon the greater of 95% of students enrolled for the full academic year or the actual number of students tested. Hence, schools that have student groups with lower than a 95% test participation rate have their scores reduced. Wisconsin's ESSA system applies this requirement by adjusting the denominator of the points-based proficiency rate calculation to the 95% tested level for schools testing below the required 95% rate.

For example, if a middle school serving students in grades 6-8 had 100 full academic year students, but only 90 of these students participated in state assessments, the school's points-based proficiency rate is calculated by dividing the number of points by 95 (minimum participation required by ESSA) rather than 90 (the actual number of students tested). This results in a lowered achievement score for that school.

State Accountability

DPI publishes school and district test participation on school and district report cards for informational purposes only. That is, test participation has no impact on report card scoring. This rule has been effective since the 2016-17 report cards. Please note that a minimum two years of 20 full academic year tested students are required to generate a report card score.

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If you have questions about accountability, please contact OEA.

ACCESS for ELLs

New:
Data Validation
The pre-reporting data validation window runs February 15-23. Please double check that all booklets were matched correctly and that there are no duplicate records in your district.

Do Not Score codes should not be used unless a student should receive no score at all. If these codes are applied to online domains for students taking Alternate ACCESS for ELLs, DRC will not score their booklets.

Reminder:
Alternate ACCESS for ELLs Field Test
If you received field test materials and need additional materials, please use this form.

ACT

New:
Online Testing Readiness
Districts testing online during Test Window 1, should begin online site readiness tasks, if not already completed. District Technical Coordinators should complete all activities outlined on the Site Readiness Checklist, including running App Checks for TestNav and completing a Mock Administration within the ACT PearsonAccess^{next} Training Site. All online site readiness resources can be found 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^{next} ACT portal. Instructions on how to create test sessions and assign students to a test session can be found in the Online Testing Administration Manual (page 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 **February 24** for Test Window 1.

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Reminders:
Test Materials Shipping
ACT will begin shipping materials for Test Window 1 this week and will continue to ship materials based on the shipping date selected in PearsonAccess next (PAnext). Instructions on how to track your shipment can be found in the PearsonAccess next 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 completing their MyACT account can be found on the Wisconsin ACT Website, Step 4 - Preparation, Complete Non-Test Activities.

Upcoming ACT Trainings
Visit the DPI ACT Training webpage to register for these upcoming ACT trainings:
- Test Administration #2 webinar - February 10, 10:30 -11:30 am.
- Office Hours - Testing Virtual Students - February 16, 11:00 am -12:00 pm.

DLM

New:
Data Extracts
District Assessment Coordinators should monitor their district data extracts in Educator Portal to ensure that students and teachers are prepared for the test window. Data extracts are located in Educator Portal under reports. The extracts to pay close attention to this time of year are:
- Rosters - to ensure all students are rostered,
- Training - to ensure all teachers have completed their training,
- First Contact Surveys (FC) - to ensure all FCs have been completed.

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Reminder:

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

Forward Exam

New:

Extended Testing Hours
Forward Exam testing is accessible from 7:00 am - 5:00 pm, 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 8:00 am to 4:00 pm 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. In order 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.

Reminders

Optional Add Accessibility Features Window Begins February 13
During this **optional window** (February 13-24), 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. 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 6. Instructions for all three processes are available in the [DRC INSIGHT Portal Guide](#).

Student Data Upload
The student data submitted to DRC on January 18 will be available for users to view and edit on March 6. 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).

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 visual impairments 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 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.

NAEP and International Assessments

Reminder:
Field Test Schools Assessment Planning Tasks
Schools that are participating in the NAEP field tests this spring can begin the tasks to prepare for their assessments. NAEP School Coordinators should have received an email on February 6 that outlines the tasks. All tasks will be completed on the secure [Assessment Management System (AMS) site](). School Coordinators will see the list of students selected to participate in the assessment on the AMS. They should review and verify student information, work with school staff to determine accommodations for students with disabilities and English Learners who require them, and supply assessment logistics information. NAEP field staff representatives will contact School Coordinators to set up planning meetings to review these tasks and provide support to the schools.

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

PreACT Secure

New:
Accommodations - PearsonAccess^next^ Portal
DPI has been informed of limitations with the accommodations entry process for PreACT Secure. At this time, PearsonAccess^next^ is not allowing the following accommodations to be entered:

- Human Reader
- Extended time for paper testing
- Accessible calculator
- Medical device
- Fidget device

ACT has been notified of these issues and are working to repair them. DPI strongly encourages the field to continue to enter all other student accommodations. DPI will provide updates on these repairs as they become available.

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^next^ (PAnext) and do not require prior approval from ACT. Instructions on how to enter supports can be found in the [PearsonAccess^next^ User Guide for the]()

PreACT Secure, under **Assigning Accommodations and Supports.** Please keep in mind the following when entering supports:

- All PreACT Secure accommodations 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 must be added individually and cannot be added in bulk via import/export.

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

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 (including over the summer months). 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, 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
Forward Exam Extended Testing Hours Request Form	Form DACs complete and submit to request extended testing hours for the 2023 Forward Exam Administration.	Forward
Forward Exam Request for Read Aloud Accommodation Form	Form DACs complete and submit to request the Read Aloud Accommodation for the 2023 Forward Exam Administration for students who qualify.	Forward

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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	Test Administration #2 Webinar	ACT
February 13	Student demographic data file available for download	Forward
February 13-24	Optional Add Accessibility Features Window in DRC INSIGHT Portal	Forward
February 14	Alt-ACCESS Field Test window opens	ACCESS
February 15	ACCESS Data Validation window opens	ACCESS
February 16	Office Hours - Testing Virtual Students	ACT
February 23	ACCESS Data Validation window closes	ACCESS
February 24	Deadline to order additional test materials for Test Window 1	ACT
February 27	Paper accommodated test materials ordering window opens	PreACT Secure
March 6	District Clean-up of Individual Student Demographic Data and Assignment of Individual Student Supports and Accommodations in DRC INSIGHT Portal	Forward
March 7	**ACT Test Window 1 begins - administer paper standard testing**	**ACT**
March 8	Return March 7 paper testing materials	ACT
March 8	Third (final 2023) DAC, SAC, DTC Q&A Webinar	Forward
March 10	Last day to order paper test materials for Test Window 2	ACT

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