



# The DAC Digest

Assessment & Accountability Updates

March 1, 2023

## Assessment

### Reminder:

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

DACs who have not already completed the 2022-23 [DAC Confidentiality Agreement](#) should do so now and submit to OEA by **March 1**. The form may be completed and signed electronically using Acrobat Reader.

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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:

#### Test Window 1 Dates

- March 7: Paper Administration
- March 7-10, 13-17: Paper Administration for Accommodations
- March 7-9, 14-16, Online Testing (Standard and Online Accommodations)

**Note:** Online testing can only be administered Tuesday-Thursday. Testing outside of these days will result in a misadministration.

#### Testing Reminders for Test Window 1

Test Window 1 begins March 7. All testing staff must be trained prior to administration and a staff briefing session must be held the day of testing. Test books and approved accommodation materials are specific to each test date/window. You must test accommodated students with approved accommodated materials sent by ACT. Each type of administration (paper, online, timing codes) requires its own room and failure to test separately will result in a misadministration.

For schools testing online, you can prepare your online test sessions and precache content beginning March 3. DPI strongly encourages running a mock administration and preparing test sessions early.



Please see the [ACT Online Testing Administration Manual](#) (p. 42) on how to prepare test sessions. Resources for proctor caching and other online site readiness requirements can be found on the [Wisconsin ACT Website, Step 2 - Configuration](#) and the [ACT Technical Guide for Online Testing](#).

### Emergency and Inclement Weather Policy

Please review, print, and share the [ACT Emergency and Inclement Weather Plan](#). This plan provides instructions on what to do if school is delayed or closed on test day due to weather or another emergency.

### Reminders:

#### Newly Enrolled Students:

Test Coordinators should verify all new students are enrolled in PearsonAccess<sup>next</sup> and 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 - Preparation, of the Wisconsin ACT Website](#).

#### 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](#).

## PreACT Secure

### New:

#### Accommodations in PearsonAccess<sup>next</sup>

DPI has been informed of limitations with the accommodations entry process for PreACT Secure. Please see the below guidance for documenting the following accommodations:

Accommodation	Limitation	Guidance
Human Reader	Error received	Select "Reader Script" PearsonAccess <sup>next</sup>
Accessibility Calculator, Fidget Device, Medical Device	Not listed in PearsonAccess <sup>next</sup>	Schools should document these accommodations independently, outside of PersonAccess <sup>next</sup> , and ensure students receive the accommodations during testing.

**Note:** Extended time errors for paper testers have now been resolved.

## Upcoming Trainings

Testing staff should attend the following upcoming PreACT Secure trainings:

- Technical Readiness Webinar: March 8, 10:00-11:00 am
- Test Administration #2 Webinar: March 15, 10:00-11:00 am

All PreACT Secure training opportunities, registration links and recordings can be found on the [DPI PreACT Secure Training webpage](#).

## Reminder:

### Paper Accommodation Material Orders

The window to order PreACT Secure paper accommodation materials for students with visual impairments opened 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](#).

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## DLM

### New:

#### Test Tickets

DLM test tickets will appear in Educator Portal once the test window opens on March 20. Please remember that test tickets will only appear for students who have been rostered in each required content area and for whom First Contact Surveys (FCS) have been submitted.

#### Testlet Information Page (TIPs)

Please note that test tickets and TIPs only appear once the test window opens and when the student has been properly enrolled/rostered.

#### Spring Assessment Resources

[Materials Collections for ELA, Mathematics, and Science](#) are lists of materials needed to administer each subject area testlet as well as the alternative test forms for students with visual impairments. The lists also include materials that may be substituted, unless the TIP specifically states that no substitutions are allowed. Accessing the Materials Collections prior to the start of the testing window allows educators more opportunities to prepare for the administration of the assessment.

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# Forward Exam

## New:

### Technology System Requirements

DACs and DTCs should review the hardware and operating system requirements documentation (updated in February) for the 2022-23 administration to ensure student devices meet the minimum requirements for testing. Updated 2023 technology system requirements for student testing devices is now available on the [Forward Exam Technology Requirements webpage](#).

## Reminders:

### 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 setup of testing devices.

### 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 the 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. The webinar will be recorded and posted on the [Forward Exam Trainings webpage](#) for those who cannot attend the live session. To join the webinar on March 8, please use this [Forward Exam Q&A webinar Zoom link](#).

## 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

### New:

#### Reading Readiness Reimbursement

District Assessment Coordinators will receive an email on March 7 from DPI Forms Management. The email will contain a link to the Reading Readiness Reimbursement Request Form. The form asks DACs to indicate the name of each screener utilized at each grade, the number of students screened, and the amount requested for reimbursement. More information can be found on the [Reading Readiness Reimbursement webpage](#).

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## 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.
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## 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="#">System Requirements</a>	Updated (February) hardware and operating system requirements documentation for the 2022-23 administration to ensure student devices meet the minimum requirements for testing.	Forward

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
<a href="#">Materials Collections Lists for ELA, Mathematics, and Science</a>	Lists of materials commonly needed to administer the assessments.	DLM

## Important Dates to Remember

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

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	Forward
<b>March 7</b>	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 8	Attend Technical Readiness webinar	PreACT Secure
March 10	Last day to order paper test materials for Test Window 2	ACT
March 15	Attend Test Administration #2 webinar	PreACT Secure
March 16	Purge cached ACT test content from Test Window 1	ACT

Date	Event	Program
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
March 20	Forward Exam test window opens	Forward
March 20	DLM test window opens	DLM
March 20	PreACT Secure test window opens	PreACT Secure
March 15	Attend Test Administration #2 webinar	PreACT Secure



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