



The DAC Digest

Assessment & Accountability Updates

March 12, 2024

Assessment

New:

Test Participation

Statewide assessments are required by state and federal law. Participation of all enrolled students ensures the validity of test results used for state and federal accountability determinations, public reporting, and continuous improvement.

Deputy State Superintendent John Johnson sent an [email to all District Administrators](#) on March 8 about the importance of test participation. Please work with building leaders to plan for successful test administrations by:

- Scheduling time for make-up assessments to ensure completion within the windows.
- Planning your testing schedule around local cultural events, holidays, and activities to allow students to do their best.
- Planning to administer the English Language Arts (ELA) portion of the Forward Exam early in the test window.
- Regularly monitoring test participation within each assessment's administrative platform to ensure greater than 95 percent participation for all students and student groups.
- Working with your virtual schools to ensure they are testing all students enrolled in tested grades.

Visit the [Assessment in Wisconsin webpage](#) for testing dates, information on each assessment, and resources including brochures for families and parent letter templates. Please direct assessment related questions to osamail@dpi.wi.gov and accountability questions to oeamail@dpi.wi.gov.

ACCESS for ELLs

Reminder:

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

ACT

New:

Test Window 1 Reminders

We would like to thank the many educators who are testing our students with ACT this week during Test Window 1.

- Paper Testing: Tuesday, March 12
- Paper Accommodated Testing: will conclude on Friday, March 22, 2024
- Online Testing (paper and accommodated): will conclude on Friday, March 22, 2024
- MyACT student registration must be completed **no later than two days post testing**

Once testing is complete, pack and return all test materials according to the instructions found in the [Test Coordinator Information Manual](#) and [Test Administration Manuals](#). Secure test materials are specific to each testing day/window and **cannot be used for make-up testing**. Return all test materials and purge test content from proctor caching computers by the dates identified in the [2024 ACT Schedule of Events](#).

FedEx test material pickups are automatically scheduled by ACT and picked up according to the dates outlined in the 2024 ACT Schedule of Events. **Late arriving answer documents will not be scored**. If your materials are not picked up within two business days of pickup date, you need to reschedule the pickup by calling ACT at (319) 337-1590.

Preparing for Make-up Testing

Paper standard make-up testing will be held on Tuesday, March 26 and Tuesday, April 9. Please see the [2024 ACT Schedule of Events](#) for all additional testing windows and material ordering deadlines.

- Place orders for new test materials and/online testing return kits for make-up testers. Use of previously shipped testing materials will result in a **misadministration**. **Deadline to order paper materials for Test Window 2 is March 15.**
- Schools may use online testing in place of paper testing for make-ups. Test online make-ups with any remaining online testing dates available throughout the testing windows.
- Instructions on how to switch students from paper testing to online testing is outlined in the [Switching from Paper to Online Testing](#) document.
- Schools can create new test sessions for Test Window 2 starting March 20.

PreACT Secure

New:

PreACT Secure Test Window

The PreACT Secure test window opens on March 18. All testing must be completed by April 26. Checklists for both [Test Coordinators](#) and [Technical Coordinators](#) are provided to make sure you are on track for

the 2024 administration. Please test early in the window to allow adequate time for make-up sessions. All testing must be completed by April 26.

Reminders:

Paper Accommodation Material Orders

The window to order PreACT Secure paper accommodation materials opened on February 26. 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^{next}. Instructions on how to change the test delivery format and order paper accommodated materials can be found in the [PearsonAccess^{next} User Guide for the PreACT Secure](#).

Preparing Testing Staff - Testing Staff Training Session

DACs or Test Coordinators are required to host a training session for all testing staff prior to testing. This training is separate from the briefing session on test day. The Staff Training section of [PreACT Secure Test Coordinator Information Manual](#) (p. 20) outlines information that should be included in your training. DPI also encourages staff to attend or view the recordings of our PreACT Secure training webinars and Office Hours.

Test Sessions

Test Coordinators should be actively creating and assigning students to test sessions in the [PearsonAccess^{next} PreACT Secure portal](#) and can continue to do so throughout the test window. Instructions on how to create test sessions and assign students to a test session can be found under the Setting Up Test Sessions section of the [PreACT Secure Online Administration Manual](#) (p. 18). **Note:** All student accommodations must be assigned prior to putting students into test sessions.

Tech Readiness

It is important that your test site meets all technical requirements before PreACT Secure testing begins. Please review the PreACT Secure Schedule of Events for tasks and deadlines to complete technical readiness. Use the resources under the Configuration section (Step 2) on the [Wisconsin PreACT Secure Webpage](#) to configure systems for testing. Technical Coordinators and Test Coordinators should review the [Technical Readiness webinar](#).

Test Administration #2 Training

ACT and DPI will host the PreACT Secure Test Administration #2 training on March 19, 10:00-11:00 am. Visit the [DPI PreACT Secure Trainings webpage](#) for registration details. DPI strongly encourages all Test Coordinators to attend this training.

DLM

New:

DLM Test Window Opens March 18

The DLM test window opens on March 18. Checklists for both [Test Administrators](#) and [Test Coordinators](#) are provided to make sure you are on track for the 2024 administration. Please test early in the window to allow adequate time for make-up sessions. All testing must be completed by April 26.

Here are some reminders that will help ensure a successful test administration for all students. Please make sure to share this information with all teachers who are administering the DLM assessment in the 2024 testing window.

1. The First Contact Survey for each student must be completed at least 24 hours before testing.
2. Changes to the Personal Needs and Preferences (PNP) Profile can take at least 24 hours to refresh.
3. Access the Testlet Information Page (TIP) prior to administering the testlet which are available as soon as the test window opens.
4. Gather the needed materials specified in the TIP.
5. After administering a testlet, the next testlets in the subject area may take up to 15 minutes to release. However, you may administer a testlet in another subject area.
6. Close out of Student Portal when you are finished with a test session.

Reminders:

Test Tickets

DLM test tickets for students who have been rostered in each required content area and for whom First Contact Surveys (FCS) have been submitted will appear in Educator Portal once the test window opens on March 18.

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. Accessing the Materials Collections before the start of the testing window allows educators more opportunities to prepare for the administration of the assessment.



Forward Exam

Reminders:

Forward Exam Test Window Opens March 18

The Forward Exam test window opens on March 18. Districts should plan to schedule ELA (particularly sessions 2 and 3) within the first three weeks of the testing window. This will allow the testing vendor to pull as many student responses as possible for the Rangefinding event in mid-April. During Rangefinding, the participants (Wisconsin educators) will finalize the short write rubrics, approve scoring guides, and select anchor, training, and qualifying papers used by evaluators to score the Forward Exam ELA short write tasks. All testing must be completed by April 26.

Test Set-up is Now Open

DACs and SACs can now edit or create test sessions (all students have been placed into grade-level sessions by DRC), edit student data, enter accessibility features on an individual student or mass-assign basis, enter not-tested codes, and print test tickets in the DRC INSIGHT Portal. The [DRC INSIGHT Portal Guide](#) contains step-by-step instructions for these tasks. Accessibility features must be entered on an individual student basis or with the mass upload of common features (see [DRC INSIGHT Portal Guide](#), (pp. 18-19). The Multiple Student Upload (MSU) cannot be used to upload accommodations and supports after February 23.

Testing Checklists

The *Prior to Testing Checklist* is currently available on the [Forward Exam Resources webpage](#). This is not a comprehensive list to get ready for testing, only a quick double check prior to testing to make sure you are on track. Comprehensive checklists for District/School Assessment Coordinators and Test Administrators are available on the [Forward Exam Resources webpage](#).

Technology Set-up and Device Readiness

A Site Technology Readiness Checklist is available on the [Technology Resource and Requirements webpage](#). Technology Coordinators should also verify:

- Device resolution is 1024 x 768 or better (see testing device requirements in the [System Requirements](#)) and that the zoom is 100% to allow test questions to render correctly.
- “Allow App to Manage Power” is turned off (see [Technology User Guide Volume III](#), (p. 42, Step 20) to prevent Chromebooks from going to “sleep” during testing.
- The necessary URLs are allowed on firewalls and content filters.
- The DRC INSIGHT software is installed on testing devices and is up to date. If local firewalls are used on COS Service Devices and/or testing devices, make sure they do not restrict testing traffic.
- The right test content is downloaded and up to date using COS Content Management.
- A system readiness check is performed on student devices prior to testing.
- The onscreen keyboard is disabled for the short write tasks.
- The keyboard is set to “US Keyboard”.



- All apps running in the background are stopped or temporarily disabled prior to testing ([DRC Technology User Guide Volume I](#) (p. 22). These apps include but are not limited to:
 - Automatic Operating System Updates
 - Intelligent personal assistant (IPA) software (e.g. Siri, Cortana)
 - Collaboration tools (e.g. Zoom, MS Teams, Google Chat, Google Meet)
 - Other Background Processes – (e.g., virtual keyboards, grammar tools (e.g., Grammarly), classroom monitoring tools)
 - Screen capture software (e.g. Microsoft Game Bar)

Additional DRAFT ELA Short Write Task Rubric Now Available

DRC has released the grade 6 DRAFT rubrics and updated the grade 3 DRAFT rubrics for the ELA short write tasks. Once finalized there will be grade-level rubrics for each writing mode. The grade 3 and grade 6 DRAFT rubrics will provide educators with information about how the short write tasks will be scored. The rubrics are based on W2 and W3 in the ELA writing standards for each grade. Rubrics will not be finalized until after the [ELA Rangefinding meeting](#) which will occur in April. Finalized grade-level rubrics will not be released until late summer or early fall. The DRAFT rubrics are available on the [Forward Exam Resources webpage](#).

Technology System Requirements

DACs and DTCs should review the hardware and operating system requirements documentation (updated in February) for the 2023-24 administration to ensure student devices meet the minimum requirements for testing. Updated 2024 technology system requirements for student testing devices is now available on the [Forward Exam Technology Requirements webpage](#).

NAEP and International Assessments

(for schools selected to participate in 2023-24 assessments only)

Reminder:

See the [NAEP webpage](#) for grade levels and content areas assessed, dates, additional information, and resources. Contact [Angela Dugas](#) with any questions. If there are issues with the [NAEP AMS](#), please contact the NAEP Help Desk at NAEPHelp@westat.com or (800) 283-6237. To reset your password for the NAEP AMS, click "Learn more about how to log in" and then click "Forgot password".

Reading Readiness

Reminder:

Reading Readiness Reimbursement 2023-2024

District Assessment Coordinators received an email on March 5 from DPI Forms Management. The email contained 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](#).

Assessment

New:

Non-tested Codes in the Portal

Please ensure that all non-tested students have the appropriate not-tested code entered in the vendor portal for that assessment. For example, students excused by parent opt-out should be appropriately coded in the vendor portal. Instructions for entering non-tested codes are available on each assessment's webpage and will be shared in a future DAC Digest. Schools/districts should maintain records of parent opt-out requests.

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
ACT and PreACT Secure Technical Updates and Tips	This email includes import technical updates to the ACT and PreACT Secure online testing requirements and other technical tips.	ACT/PreACT Secure
Grade 3 and 6 DRAFT Rubrics	Newly released Grade 6 DRAFT rubrics and updated grade 3 DRAFT rubrics for the ELA short write tasks.	Forward

Important Dates to Remember

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

Date	Event	Program
March 12	ACT Test Window 1: Paper standard testing date	ACT
March 12-15, 18-22	ACT Test Window 1: Administer online and accommodated testing (paper and online)	ACT

Date	Event	Program
March 12-15	Order additional paper test materials for Test Window 2	ACT
March 13	Return March 12 paper standard testing materials	ACT
March 15	Deadline to submit Qualified Exceptions to Deadline accommodations/supports for Test Window	ACT
March 18	Forward, DLM, and PreACT Secure test windows begins	Forward, DLM, PreACT Secure
March 19	Deadline for ACT to receive standard paper test materials from March 12 administration	ACT
March 19	Attend Test Administration #2 webinar	PreACT Secure
March 20	Begin creating and assigning students to test sessions for Test Window 2	ACT
March 22	Purge online cached ACT test content from Test Window 1	ACT
March 22	Prepare and precache test content for Test Window 2	ACT
March 22	NAEP Test Window closes (for selected schools only; each school has one test date in the test window)	NAEP
March 25	Return Test Window 1 accommodated and online test materials	ACT





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

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