



The DAC Digest

Assessment & Accountability Updates

March 12, 2025

Assessment

New:

New Listserv for Sending Communications

DPI is transitioning email subscription lists (listservs) to a new provider, govDelivery. This change will help DPI improve communication security, accessibility, and overall efficiency. **No additional action is required on your part.**

What you need to know:

- **Uninterrupted Communication:** You will continue to receive our updates without disruption.
- **New Email Address:** You may notice a new sender address in your inbox: oea@info.dpi.wi.gov that will display as DPI Office of Educational Accountability. Please **add this to your address book** to ensure smooth delivery.
- **Branding Changes:** Future communications will feature the DPI's official branding, including our logo and colors.
- **Format Changes:** The DAC Digest will no longer be attached to the email as a PDF, there will be a link to the DAC Digest in the body of the email. PDFs of the DAC Digests will continue to be posted on the [Assessment Correspondence webpage](#).

We appreciate your patience as we work to make this transition as seamless as possible. If you have any questions or concerns, please contact us at osamail@dpi.wi.gov.

Reminders:

Test Participation

Test participation is an important part of accountability determinations and performance data validity. See the [February 12 DAC Digest](#) for reminders on the impact of test participation on state and federal accountability. 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.



Writing Rich Classrooms: Unit Plans

The [Greater Madison Writing Project](#) (GMWP), in partnership with the Wisconsin Department of Public Instruction (DPI) and Wisconsin educators, has developed instructional resources to support the sustainability of writing-rich classrooms. These resources are aligned with the Wisconsin Academic Standards for English Language Arts (ELA) Overarching Statement for Writing, which states that students, “Write routinely for a range of culturally sustaining and rhetorically authentic tasks, purposes, and audiences over extended time frames (time for inquiry, reflection, and revision) and shorter time frames.” ([Wisconsin Standards for ELA, 2020.](#))

The project has produced over 20 units for grades 3–8, emphasizing regular, low-stakes, high-impact writing practices across all writing genres (informative, narrative, and opinion/argumentative).

These instructional units include:

- Teacher Guides: Comprehensive strategies for identifying, unpacking, and teaching standards-aligned, rhetorically authentic effective writing prompts.
- Slide Decks: Ready-to-use visual materials for classroom instruction.
- Writing Prompts: Designed to mirror Forward Exam short-write prompts.
- Examples of Student Writing: Several units are accompanied by student writing that has been assessed using forward short-write rubrics.

These resources are available on the [English Language Arts in Wisconsin](#) website. Additional resources will be added every two weeks and educators will also have access to free virtual, asynchronous professional learning modules soon.

ACCESS for ELLs

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: concluded Tuesday, March 11
- Paper Accommodated Testing: will conclude on Friday, March 21
- Online Testing (paper and accommodated): will conclude on Friday, March 21
- 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 paper test materials and send by the dates identified in the [2025 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. **Please know that ACT will not score late arriving answer documents.** If your materials are not picked up within two business days of pickup date, please 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 25 and Tuesday, April 8. Please see the [2025 ACT Schedule of Events](#) for all additional testing windows and material ordering deadlines.

- Place orders for new paper test materials. Use of previously shipped testing materials will result in a **misadministration. Deadline to order paper materials for Test Window 2 is March 14.**
- 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 19.

Reminders:

Online Testing Readiness

Please review the [ACT Updates email sent on February 24](#) for Technical Tips. All online site readiness resources are on the [Wisconsin ACT Website, Step 2 - Configuration, Complete Site Readiness for Online Testing](#).

PreACT Secure

New:

Paper Accommodated Material Orders

The window to order PreACT Secure paper accommodated materials opened on February 17. 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}. **Orders should be placed no later than three weeks prior to testing.** 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](#).



Reminders:

Test Window

The PreACT Secure testing window begins March 17 and runs through April 25. Please make sure you download and reference the [2025 PreACT Schedule of Events](#) for all assessment tasks and deadlines.

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 view the recordings of our PreACT Secure training webinars and Office Hours which can be found on the [DPI PreACT Secure Training webpage](#).

Online Testing Readiness

Districts should be completing online site readiness tasks for PreACT Secure. Technical readiness resources are on the [Wisconsin PreACT Secure Website, Step 2 - Complete Site Readiness](#). Please review the [ACT Updates email sent on February 24](#) for **Technical Tips**.

DLM

New:

DLM Test Window Opens March 17

The DLM test window opens on March 17. Checklists for both [Test Administrators](#) and [Test Coordinators](#) are provided to make sure you are on track for the 2025 administration. Please test early in the window to allow adequate time for make-up sessions. All testing must be completed by April 25.

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 2025 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.



Test Tickets

DLM test tickets for students who have been rostered in each required content area and for which First Contact Surveys (FCS) have been submitted will appear in Educator Portal once the test window opens on March 17.

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

New:

Forward Exam Test Window Opens March 17

The Forward Exam test window opens on March 17. 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](#). All testing must be completed by April 25.

Reminders:

Important - Chromebook OS Update

During ACCESS testing, there was an intermittent text rendering issue that some Chromebook devices experienced when testing in DRC INSIGHT, where letters appeared spaced out or pushed together (overlapping), and a portion of some tables and graphics extended beyond the visible screen. This text spacing issue has been resolved with ChromeOS Version 133.

DRC recommends that **ChromeOS devices should be updated to ChromeOS Version 133** to avoid this issue during Wisconsin Forward testing. If sites choose not to update Chromebook devices to ChromeOS Version 133 for any reason, they should be aware of the following troubleshooting steps. If a student experiences text spacing issues while testing, the test administrator (TA) should immediately pause testing for the student and follow the steps on the [Chromebook Rendering Issues and Troubleshooting Steps Tech Bulletin](#). Once resolved, the student may resume testing.

iPad Update

In DRC INSIGHT, when a test is launched on an iPad device, students may see a "Confirm App Self-Lock" notification appear on top of the welcome/verification page. Students must select 'Yes' in order to continue to the welcome/verification page. If the student selects 'No', DRC INSIGHT will produce an error message that says "AAC Assessment Failed". To resolve this error, the device needs to be rebooted and upon launching the test again in DRC INSIGHT, the student must select 'Yes' when prompted. This applies to both the Practice Test and Forward Exam.

2025 Forward Exam Required Trainings

With the test window quickly approaching, be sure staff view required training materials.

- All Test Administrators (TAs) are required to view the DPI provided Forward Exam Test Administrator Training video available on the [Forward Exam Trainings webpage](#).
- District Technology Coordinators (DTCs) should refer to the DTC training videos, available on the [Forward Exam Technology Resources and Requirements webpage](#), prior to the setup of testing devices.
- District and School Assistant Coordinators (DAC/SAC) are required to view one of the DAC/SAC training videos available on the [Forward Exam Trainings 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.
- All apps running in the background are stopped or temporarily disabled prior to testing ([DRC Technology User Guide Volume I](#) p. 22).
- Ensure sufficient COS Service Device capacity for the number of concurrent testers by reviewing [System Requirements](#) (System requirements p. 3, example configurations p. 4). Also review the [Tech Bulletin: Maximizing COS-SD Performance for Wisconsin Forward Testing](#). As a reminder, there are increased Service Device requirements as a result of Text-to-Speech (TTS) being available as a universal support, which began with the spring 2024 administration. Remember that the System Readiness Check does not validate sufficient COS-SD capacity because it does not know how many concurrent testers there will be. This is something that must be verified separately.

NAEP and International Assessments

(for schools selected to participate in 2024-25 assessments only)

New:

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.

Here's a summary of where we are in each of the assessment programs (**new updates in bold**):

NAEP Assessment	Test Window	Task Summary
NAEP Long-Term Trend (LTT) age 9	January 6 - March 14	<ul style="list-style-type: none"> All testing in Wisconsin schools has concluded. Thank you to the participating schools!
Program for International Student Assessment (PISA) (age 15)	NEW Test Window: March 31 - May 23	<ul style="list-style-type: none"> The PISA test window has been moved out by two weeks and is now March 31 to May 23. Schools participating in PISA should have received an email from the PISA Help Desk on Monday, March 10 with information about next steps. PISA field staff will follow up with schools individually. Please direct questions to PISAHELP@westat.com.

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 or (800) 283-6237.

Reading Readiness – Early Literacy Assessment

Reminders:

Spring Administration

The spring administration begins March 16. As we approach the start of the administration, we would like to share a few support resources available.

- [Wisconsin aimswebPlus website](#): This site provides answers to many frequently asked questions for training, data management, administration, accessibility, and more.
- Pearson Customer Support: Pearson customer support is available via online request, email, and phone.
- Submit a help request online using the [Contact Us form](#) on the Pearson Assessment website.

- Call Customer Support (Monday – Friday, 6am to 6pm CT) at (866) 313-6194. Select option 1 for general support, or option 2 for technical support.
- Email Customer Support at aimswsupport@pearson.com.

Act 20 Spring Braille Materials Available to Order

Districts are now able to order accommodated braille materials for the spring administration. Materials can be ordered using the [Act 20 2024-2025 Braille Survey form](#). At this time, we ask that districts only request materials for registered students that utilize braille in the classroom. Materials should be ordered based on a current need, not an estimate of anticipated future need. If spring materials were previously ordered and Pearson has already confirmed your spring order via email, there is no need to re-submit that order unless additional materials are needed.

Accommodations and Modifications Guidance Document Posted

A new document, [aimswPlus Best Practices for Accommodations and Modifications for Act 20 Screening Measures](#), has been posted to the aimswPlus Help site. This document can also be accessed in the Help site by following the click path: Additional Research and State Resources > Wisconsin Act 20 Reading Screener Files > Administration and Scoring Guides. The purpose of this document is to discuss the appropriate use of accommodations and modifications as well as provide accommodations guidance by measure.

Assessment Professional Learning and Coaching Series

Reminder:

The Assessment Professional Learning Series is going virtual!

The Assessment Professional Learning Series is now being offered virtually to offer more opportunities for educators, schools and districts to take advantage of this [FREE virtual learning](#). These sessions offer dedicated time for synchronous virtual professional learning with educators around the state provided by CESA Assessment Specialists. Participants will also have access to resources for asynchronous learning between sessions. In addition to this learning, in-district coaching support is also available within each local CESA. Please register by April 30.

Topics and dates:

- Formative Assessment Practices: April 8, April 15, April 29 and May 6; 3:30-5:30 pm
- Classroom End of Unit Assessments and Data Use: April 30, May 14 and May 28; 3-5pm
- Educator Created Interim Assessments: June 12 and June 17; 8am-12pm

Contact [Renee Jadin-Rice](#) for more information.



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
System Requirements	Updated System Requirements.	Forward
Educator Involvement Application	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
March 11-14, 17-21	ACT Test Window 1: Administer online and accommodated testing (paper and online)	ACT
March 12	Return all standard paper testing materials from March 11 test administration	ACT
March 14	NAEP Long-Term Trend age 9 assessment window closes (<i>for selected schools only</i>)	NAEP
March 17	Forward, DLM, and PreACT Secure test windows begins	WSAS
March 24	Return all paper accommodated test materials for Test Window 1	ACT
March 25	Start of ACT Test Window 2	ACT
March 31 - May 23	PISA Test Window (<i>for selected schools only</i>); note new test window dates	PISA



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

March 2025 Wisconsin Department of Public Instruction

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