

NOTES FROM THE DIRECTOR

TEA with TROY

The March Tea with Troy webinar is scheduled for next Tuesday, March 22 at 3:00. We'll address some just-in-time updates, and answer your questions regarding our spring testing windows. Access information for the live GlobalMeet webinar is as follows:

- From your computer, go to the [GlobalMeet login page](#).
- Choose "Enter as a guest."
- Enter your name and email address (you do NOT need to "Register").
- Click "JOIN MEETING."
- Connect audio. The preferred option is to "Call My Phone." (A supplemental calendar invite containing a one-page audio connection reference guide will be emailed today as well)

If you are not able to join us, the recorded webinar will be available on our website within about a week.

PUBLIC DATA RELEASE

The WISEdash Public Portal has been updated with ACT plus Writing, DLM, and Badger results from the 2014-15 school year. Additionally, the top menu navigation has been changed. The 'Academic Performance' topic has been replaced by separate 'WSAS' and 'Other Assessments' topics. ACT Statewide data and Badger data, as well as the historical WKCE data, will be found under the WSAS topic. ACT Graduates and AP data will be found under the Other Assessments topic. New Performance Overview dashboards were created for each of these as well.

This may result in more calls about your district and school data from stakeholders in your community. Any questions, issues, and/or comments you have may be submitted through our [WISEdash Help Ticket](#) form.

~Troy

Troy Couillard, Director - Office of Student Assessment

WISCONSIN STATEWIDE ASSESSMENT SYSTEM UPDATE

FORWARD EXAM

- **NEW - Important things to note before testing begins:**
 - **Order of test** -- The number of test sessions, the order and length of those sessions, and the number of days testing can be customized to district/school schedules and available resources.
 - **Accommodations in eDirect**
 - All accommodations should be entered in eDirect before students begin testing at your district/school.
 - The deadline to order Braille in eDirect is **May 1**.

- **NEW - Standard Setting this summer**
 - This summer, **June 14-17, 2016**, DPI and DRC will be holding Standard Setting for the Forward Exam, and Wisconsin educators will have the opportunity to participate. We will be recruiting 5-6 individuals in each of the areas and grade levels listed below. We will have more information on the logistics on our [Educator Involvement webpage](#) in the coming weeks. In the meantime, please pass this information to staff you think may be interested in participating in these meetings.

English and Language Arts, 3-4	Math, 3-4
English and Language Arts, 5-6	Math, 5-6
English and Language Arts, 7-8	Math, 7-8
Social Studies, 4	Science, 4
Social Studies, 8 & 10	Science, 8

- **PAST DUE - Forward Exam DAC [Confidentiality Forms](#) due **March 7, 2016****
 - Any outstanding DAC Confidentiality forms should be submitted to sumana.sengupta@dpi.wi.gov as soon as possible. Only the DAC confidentiality forms must be submitted to DPI. SAC, DTC, and STC forms should be submitted to DACs, while Proctors, Test Administrators, and other staff handling the test materials should submit forms to SACs.

ACT HIGH SCHOOL ASSESSMENTS

ACT & WorkKeys

- **Updating the “not tested” information for students who do not take the ACT or ACT WorkKeys assessments** - ACT is collecting information on students who do not take the ACT or ACT WorkKeys assessments this Spring:
 - Schools should update the reason for not tested in the ACT PearsonAccess^{next} system for relevant students during **March 16 - 25**.
 - Information on the ‘not tested’ reasons is available in the answer document supplement that ACT shipped along with the non-secure materials.
 - More information on how to update the PearsonAccess^{next} system is available in the “User Guide for Completing the Not Tested Information.” This User Guide is available in the [DPI ACT Resources webpage](#).
- **Reminder:** The ACT and WorkKeys test dates, and reminders for before, during, and after test dates are available at the [DPI ACT What’s New webpage](#)
- **After Testing:**
 - Ensure the completeness and accuracy of all test date administration forms.
 - Pack the materials according to the “After the Test” and “Collecting, Packing, and Returning Materials” sections in the administration manuals.
 - Email statetesting@act.org if your school did not test due to an unforeseen circumstance.

- **Pre-scheduled pick up of make-up testing materials: ACT & WorkKeys – March 17 @ 5:00pm)**
 - Please follow the directions on page 61 of the ACT Administration Manual. Contact the ACT help desk directly with any ACT specific questions (i.e. accommodations, answer documents, shipping information and shipping directions).
- **Emails from ACT sent on 2/29/16** - ACT sent information regarding:
 - Returning test materials test materials to all test coordinators and DACs
 - Test day reminders and contents of the secure shipment, handling procedures, and training resources via email to all DACs and test coordinators

ACT Aspire

- **Student Data Review and Update - Due this Friday:**
 - DPI staff have uploaded the student data file to the ASPIRE portal. The data file is based on the WSLs/ISES updates made by districts as of February 13, 2016. School/District staff should review and edit 9th and 10th grade student data files in the ACT Aspire Portal to ensure accuracy during the window of **Feb 26 to March 18**.
 - Student data is visible only for staff with Test Coordinator or Administrator roles in the ASPIRE portal. Staff with Educator role will not be able to access student data. DACs and high school principals should access the ACT Aspire Portal and update the permission status of district and school users. Guidance for managing permission status of authorized users can be found at ACT Aspire [Portal User Guide](#).
 - In order to view the students in the ASPIRE portal, select the “Students” tab and then select the “Find Students” dropdown from the list. You will need to filter by grade level to see the number of students at each grade.
- **Personal Needs Profile (PNP) update:**
 - All students’ accommodations information needs to be added and updated into Personal Needs Profiles (PNP) in the ACT Aspire Portal.
 - The **deadline to order paper-based tests is March 18. Only students who require Large Print, Braille, or American Sign Language are eligible for paper tests.** Those students must have a completed PNP and be placed into **paper-based test sessions**. Test sessions for these students must be created in the ASPIRE portal by **March 18**.
 - Students who need extended time accommodations should be placed in an online session and be given extended time. If the student needs to test over multiple days the students can save and exit and have the proctor resume the tests during the next testing period. **Paper tests should not be administered for this reason.**

ACCESS for ELLs

- **REMINDER** - Data validation is open through **Tuesday, March 22**. Please update any incorrect student information to ensure that your score reports are accurate.
- **REMINDER** - Data files and paper score reports are scheduled to be available on **April 11**. Please plan for this data release, along with the **April 11 - April 22** post-reporting data validation period.
- **NEW** - On-demand printable score reports will be available in 40+ languages from the WIDA AMS as of April 11

DYNAMIC LEARNING MAPS (DLM)

- **REMINDER - Data Lockdown Changes:** Should data corrections be necessary *during* the window, all requests must be made by the District Assessment Coordinator through the DLM Helpdesk at 1-855-277-9751. Once you have reached the helpdesk automated answer, press '8' to be directed to data lockdown support staff and bypass the wait time.
 - Changes can be made via phone or through a template that is submitted through a secure file transfer. DLM helpdesk will provide the appropriate template based upon the change necessary.
 - DO NOT send student identifiable information through email. This includes student names, WSNs, birthdate, etc. The DLM helpdesk will provide you with a secure file transfer link.
- **REMINDER- Special Circumstance Codes:**
 - DLM will include a function for only the DTC or BTC roles to document a reason for nonparticipation (i.e. parent-opt out, significant medical emergency, recently arrived, etc.) on the DLM assessment.
 - Special Circumstance Codes can only be entered once the test window has opened and a testlet is assigned to the student. DTCs or BTCs should follow procedures in the [Test Administration Manual](#) (p. 126) to locate the student test tickets, select the testlet name (in blue text) to reach the screen below and then enter the appropriate circumstance code. Once a code has been selected and saved, it CANNOT be changed. All students who do not complete the required assessment will count as 'not tested' for accountability purposes.

State Student Identifier	Last Name	Grade	Roster	School ID	Current School Year	Educator ID	Educator First Name	Educator Last Name	Assessment Program	Test Information	Special Circumstance	Special Circumstance Status
Enrolled Students												
<input checked="" type="checkbox"/>											Select	N.A
<input type="checkbox"/>											Select	N.A

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- **REMINDER** - DLM Braille files will be delivered through Educator Portal this year. If a student has Braille marked in their PNP, the BRF will appear once the testlet is assigned in the same location as the Testlet Information Page (TIPs). The district is required to emboss all forms and enter the student response in KITE Client. More information can be found in the [Test Administration Manual](#) on page 138.

PALS

- **REMINDER** - The PALS Spring 2016 administration window for 4K through 2nd grade is scheduled for April 25 - May 20, 2016.

- **REMINDER** - Refer to the [Assessment of Reading Readiness, 2016-17 School Year](#) guidance document prepared by DPI regarding the new requirements for assessing students for reading readiness for the 2016-17 school year.

DAC DIGEST DIGESTIBLES (Dates/tasks that are newly added this week are in **bold**)

Important Dates to Remember		
March	2 - 16 ACT WorkKeys assessment window for students with accommodations (Gr. 11)	WorkKeys
	14 - May 20: DLM Data Lockdown	DLM
	16: ACT WorkKeys Make Up Day (Grade 11)	WorkKeys
	18: Deadline to order paper-based tests. Only students who require Large Print, Braille, or American Sign Language are eligible to test with paper tests. Students must have a completed PNP and be placed into paper-based test sessions; Review and revisions of student data in Aspire Portal should be completed	ACT ASPIRE
	22: Tea w/Troy Optional Office Hours Webinar 3:00-4:00	General
	28 - May 20: Forward Exam window – ELA and Mathematics Grades 3-8, Science Grades 4 and 8, and Social Studies Grades 4, 8, and 10	Forward
	28 - May 20: DLM Exam window – ELA and Mathematics Grades 3-11, Science Grades 4 and 8-11, and Social Studies Grades 4, 8, and 10	DLM
April	11: ACCESS for ELLs Score Reports sent to Districts, Data available in WIDA AMS	ACCESS
	11 - 22: ACCESS for ELLs Post-Reporting Data Correction Window	ACCESS
	20: Tea w/Troy Optional Office Hours Webinar 3:00-4:00	General
	25 - May 20: PALS Spring 2016 administration window for 4K through 2nd grade	PALS
	25 - May 27: ACT Aspire Grades 9-10 Assessment Window	ACT Aspire

Important Tasks to Remember		
<input type="checkbox"/>	Check Unsent Responses in WIDA TSM. Turn off/uninstall WIDA TSM before installing/starting FORWARD TSM.	ACCESS & Forward
<input type="checkbox"/>	Complete ACCESS data validation by 3/22	ACCESS
<input type="checkbox"/>	Plan for April 11-22 ACCESS Post-Reporting Data Correction Period	ACCESS
<input type="checkbox"/>	Note ACT & WorkKeys 2017 administration dates and communicate to relevant team members	ACT/WorkKeys
<input type="checkbox"/>	Review ACT Aspire Portal users to ensure information is accurate and up-to-date	Aspire
<input type="checkbox"/>	By 3/18: <ul style="list-style-type: none"> • Review and revise student data in Aspire Portal • Order paper-based tests for students who require Large Print, Braille, or American Sign Language; complete PNP and place into paper-based test sessions 	Aspire
<input type="checkbox"/>	Tech coordinators can access and download KITE Client; all testing devices must be updated for spring 2016	DLM
<input type="checkbox"/>	Notify relevant staff about June 14-17 Standard Setting opportunity	Forward
<input type="checkbox"/>	Check out OTT and Student Tutorials	Forward
<input type="checkbox"/>	Review 2016-2017 Reading Readiness guidance from DPI	PALS

NEW: Website Update Highlights*

**As new resources are posted to our website, we will include them here for your convenience. This is NOT an exhaustive list, but meant to highlight resources with significant relevance to our upcoming test windows.*

Webpage	Contains	Assessment
eDIRECT User Guide Part 2 - Students and Testing <i>(this link has been updated as of 3/16/16)</i>	This guide covers how to add, edit, and manage student information in eDIRECT.	Forward
User Guide for Completing the ACT & WorkKeys Not Tested Information	This document provides step by step directions on how to update the PearsonAccess ^{next} system with reasons for not testing in ACT and/or WorkKeys for relevant students	ACT & WorkKeys
Wisconsin-specific AVOCET	Manuals, trainings, and technology information for Spring testing - NOTE Accessibility User's Guide for Spring 2016 is now available	Aspire
Reminder: Calendar of Training Events	Regularly occurring webinars for schools/districts covering a variety of topics	Aspire
DLM Wisconsin OR DPI DLM	Revised Social Studies Rater Forms are posted for the 15-16 administration	DLM