Test Participation in Spring 2022 Statewide Assessments

Deputy Superintendent John Johnson sent an email to all district administrators regarding the importance of test participation. Please share this communication with your building principals and other administrators.

ACT with writing

Reminders:
Test Window 1
Thank you to all educators who have participated in the administration of the ACT so far. Testing is going well, and Test Window 1 will conclude this week.

The ACT Test Window 1 administration is currently in progress.
- Paper Accommodated Testing: will conclude on Friday, March 18
- Online Testing (paper and accommodated): will conclude on Thursday, March 17
- 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. 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 2022 ACT Schedule of Events.

FedEx test material pickups are automatically scheduled by ACT and picked up according to the dates outlined in the 2022 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, or you need to reschedule the pickup, call ACT at (319) 337-1590.

Preparing for Make-up Testing
Paper standard make-up testing will be held on Tuesday, March 22 and Tuesday, April 12. Please see the 2022 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.
- 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 are outlined in the Switching from Paper to Online Testing document.

Schools can create new test sessions for Test Window 2 starting March 16.

ACCESS for ELLs

Reminder:
Data Validation Window Closing
The pre-reporting data validation window closes today, March 16. 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.

Aspire

New:
Test Window
The Aspire testing window begins April 4 and runs through May 4. Please make sure you download and reference the 2022 Aspire Schedule of Events for all assessment tasks and deadlines.

Online Site Readiness
Aspire is administered as an online assessment with exceptions given only to students who require paper accommodated testing. Technical Coordinators need access to the live Aspire PANext website as well as the Aspire Training website to administer online site readiness tasks. Prepare testing sites by reviewing the Aspire Technical Readiness Guide and administering a mock administration. DPI strongly encourages sites to use proctor caching. Additional tech readiness resources can be found on the Wisconsin ACT Aspire Webpage, Step 2 - Configuration.

Test Session Set-Up
Test Coordinators should be actively setting up test sessions and may continue to do so throughout the testing window. Test sessions and student assignments can be set-up manually or through the use of a Personal Needs Profile (PNP) import file. Instructions on how to set up test sessions and assign students to sessions can be found in the Aspire Test Coordinator Manual. Additional guidance can be found in the Set-Up Test Sessions video and within the Aspire Test Administration webinars. As a reminder, test sessions must be set up one per subject area (five) and by grade (9 and 10).
Ordering Paper Materials
Any paper accommodation needs entered into students’ Personal Needs Profiles (PNPs) after March 4 require the Test Coordinator to place a materials order. Instructions on how to order paper accommodated materials can be found in the Aspire Test Coordinator Manual.

Trainings and Testing Resources
All Aspire training webinars and Chat with Experts have been recorded and are available on the DPI Aspire Training Webpage. ACT has also created several task specific training videos for Test Coordinators and Room Supervisors that can be viewed directly on the Wisconsin ACT Aspire Webpage.

Student Preparation
The Aspire Student Sandbox and exemplar items can be found on the DPI Aspire Practice Test Webpage.

DLM
New:
DLM Test Window Opens March 21
The DLM test window opens on March 21. Checklists for both Test Administrators and Test Coordinators are provided to help make sure you are ready for the test window to open.

Test Preparation
In order for Test Tickets and Test Information Pages to be available when the test window opens the following items must be completed.

- Training needs to be complete
- Students need to be rostered
- First Contact Surveys need to be submitted

Test Tickets
Instructions on how to locate student test tickets and Testlet Information Pages can be found in the Educator Portal User Guide beginning on page 49. Test tickets will be available starting March 21.

Rater Forms
Students that have been rostered to Social Studies need to have a completed rater form. The rater forms can be found on the DLM Resources webpage.

Reminder:
Spring Assessment Resources
Materials Collections Lists for ELA, Mathematics, and Science have been posted on the Educator Resource webpages. These are lists of materials by subject and grade, including materials to use with alternate test forms for students with visual impairments. These lists give test administrators more opportunities to prepare for the assessment before the testing window opens.
A Writing Testlet FAQ has also been updated for spring 2022 and added to the Educator Resource webpages. The FAQ details how writing testlets are assessed in DLM testlets as well as how to prepare to administer a writing testlet as a test administrator.

**Forward Exam**

**New:**
Forward Exam Test Window Opens March 21
The Forward Exam test window opens on March 21. The Prior to Testing Checklist is 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.

**Forward Accommodation Requests**
For those extremely rare situations where a student may need print-on-demand, listening script, Read Aloud accommodation, or an accommodation not in the Accessibility Guide, there is a special protocol to request approval for the use of these accommodations. Refer to the Accessibility Guide for more information about these accommodations. If a student requires the use of one of these uncommon accommodations, the DAC must submit a Request for Approval Form.

If you have received approval for one of these accommodations, be sure to check the corresponding accommodation for the student in the DRC INSIGHT Portal prior to printing test tickets.

**Reminders:**
Test Set-up is Now Open
DACs and SACs can now edit or create test sessions, 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.

**Social Studies Standard Setting**
DPI is currently recruiting Wisconsin educators to participate in the Forward Exam Virtual Standard Setting in Social Studies. The Standard Setting process is used to establish cut scores that separate students into four achievement levels (Below Basic, Basic, Proficient, and Advanced) and will focus on achievement standards for Social Studies in grades 4, 8, and 10. Fifteen applicants will be selected for each grade level for a total of 45 educators. We are looking for a diverse group of educators from all over Wisconsin (including English learner (EL) and special education teachers). More information is available on the Forward Exam Educator Involvement webpage.
NAEP

New:
Long-Term Trend Assessment Window Closing
This Friday, March 18, marks the end of the testing window for the age 9 Long-Term Trend (LTT) assessment. Thank you to schools that participated in this assessment. National-level results are expected to be released in the fall. The age 9 LTT was last conducted in 2020 just before schools moved to virtual instruction. Read more about the assessment and the results on the Nation's Report Card webpage.

Reading Readiness

Reminder:
Reading Readiness Reimbursement
District Assessment Coordinators should have received an email on March 8 from DPI Forms Management. This email form allows districts to identify the amount they are seeking to be reimbursed for Reading Readiness expenses. 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.

Accountability

New:
Final Joint Federal Notifications
As announced in an email to administrators from Deputy State Superintendent John Johnson, final joint federal notifications (JFNs) were provided to schools and districts in SAFE, the Secure Access File Exchange on March 10.

Please contact OEA with questions about ESSA accountability and the DPI Special Education team with questions about IDEA accountability. For questions about available improvement and supports, schedule a call with DPI staff through the JFN support link.

Assessment and Accountability COVID-19 Related Updates

For assessment and accountability COVID-19 Updates please visit:

- COVID-19 – Assessment Updates and Resources
# Important Dates to Remember

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

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Assessment</th>
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<tbody>
<tr>
<td>March 16</td>
<td>Pre-Reporting Data Validation Window Closes</td>
<td>ACCESS</td>
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<tr>
<td>March 17</td>
<td>Last day to administer Online Testing, Test Window 1</td>
<td>ACT</td>
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<td>March 17</td>
<td>Purge cached test content from all proctor caching computers</td>
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<td>NAEP age 9 Long-Term Trend test window closes</td>
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<td>March 18</td>
<td>Last day to administer Paper Accommodated Testing, Test Window 1</td>
<td>ACT</td>
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<td>March 21</td>
<td>Receive Aspire paper materials this week for accommodations placed by March 4</td>
<td>Aspire</td>
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<tr>
<td>March 21</td>
<td>Return all test materials for Paper Accommodated Testing and Online Testing, Test Window 1</td>
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<tr>
<td>March 22</td>
<td>ACT Test Window 2 begins/Administer paper standard testing</td>
<td>ACT</td>
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<tr>
<td>March 25</td>
<td>Deadline for Test Window 1 Paper Accommodated Testing and Online Testing materials to be returned to ACT</td>
<td>ACT</td>
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<td>March 31</td>
<td>NAEP grades 4 and 8 test window closes</td>
<td>NAEP</td>
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<td>Last day to administer Online Testing, Test Window 2</td>
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<td>April 1</td>
<td>Last day to administer Paper Accommodated Testing, Test Window 2</td>
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<tr>
<td>April 4</td>
<td>Return all test materials for Paper Accommodated Testing and Online Testing, Test Window 2</td>
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