



The DAC Digest

Assessment & Accountability Updates

March 20, 2024

Assessment

Reminder:

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. When creating test administration calendars, be mindful of the cultural events, holidays, and activities of students and their families. For example, during Ramadan, many observers will be fasting. Providing testing date options outside of the fasting period within the state testing window would be better for these students. See the [March 12 DAC Digest](#) to learn more about how to work with building leaders for a successful test administration.

ACCESS for ELLs

Reminder:

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

ACT

New:

Test Window 1 Reminders

Paper standard testing concluded on March 12 and paper accommodated and online testing will conclude March 22. Upon completion, pack and return all test materials according to the instructions in the [Test Coordinator Information Manual](#) and [Test Administration Manuals](#). Return all test materials and purge test content from proctor caching computers by the dates in the [2024 ACT Schedule of Events](#). Review the [March 6 ACT program email](#) for additional reminders and preparations for Test Window 2.

Test Window 2

ACT Test Window 2 starts Tuesday, March 26.

- March 26: Paper standard testing
- March 26-29, April 1-5: All online testing and paper accommodated testing
- Secure materials arrive this week
- Order an [online material return kit](#) for make-up testing if needed
- Student MyACT account registrations must be completed within two days post testing



- Review [2024 ACT Schedule of Events](#) for all Test Window 2 tasks and deadlines

Test Window 3 -Material Order Deadline

April 9 is the final standard paper testing date for ACT. The last day to order paper testing materials for Test Window 3 is **March 29**.

PreACT Secure

New:

PreACT Secure Test Window

The PreACT Secure test window opened 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. Please see the [March 13 PreACT Secure program email](#) for testing resources and reminders.

DLM

New:

DLM Test Window Open Until April 26

Checklists for both [Test Administrators](#) and [Test Coordinators](#) are available for the 2024 administration. Please test early in the window to allow time for make-up sessions. All testing must be completed by April 26.

Testlet Information Page (TIPs)

Testlet Information Pages (TIPs) provide Test Administrators with information specific to each testlet. Test Administrators receive a TIP after each testlet is assigned to a student. TIPs can be found in Educator Portal under the Test Management tab. Please encourage Test Administrators to review the TIP before beginning the student's assessment.

Reminders:

Spring Assessment Resources

[Materials Collections for ELA, Mathematics, and Science](#) are available for Test Administrators.

Important Reminders

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 24 hours to refresh.
3. Access the Testlet Information Page (TIP) and gather specified materials prior to administering the testlet.

4. After administration, 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.
5. Close out of Student Portal when you are finished with a test session.

Forward Exam

New:

Technical Issues

We appreciate your understanding as DRC, the testing vendor, worked to resolve technical issues that impacted testing in some of our districts. Districts may need to increase the capacity of their Central Processing Unit (CPU) or the number of Central Office Services (COS) devices to handle the increased downloads of the Text-to-Speech (TTS) universal support. On Wednesday, some students were unable to access certain content area tests. DRC investigated and found this was due to not all district COS devices receiving the nightly update on Tuesday, March 19. To resolve this issue, DRC is confirming that each district COS receives the automatic update tonight. Please refer to DRC email communications for more information. Contact [Alison O'Hara](#), [Jennifer Teasdale](#), or the [DRC Helpdesk](#) with questions or concerns.

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.

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)

NAEP and International Assessments

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

New:

NAEP Assessment Window Closes This Week

Thank you to the schools and districts that participated in NAEP testing this year. The testing window closes this Friday, March 22. There are a few schools that are conducting make-up or rescheduled assessments in this final week.

See the [NAEP webpage](#) for 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.

Reading Readiness

Reminder:

Reading Readiness Reimbursement 2023-2024 - deadline to submit: April 12

District Assessment Coordinators received an email on March 5 from DPI Forms Management. The email contains 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

Reminder:

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

Important Dates to Remember

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

Date	Event	Program
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
March 26	Start of Test Window 2/paper standard testing date	ACT

Date	Event	Program
March 27	Return paper standard test materials from March 26 testing	ACT
March 29	Last day to order paper test materials for Test Window 3	ACT
April 5	Purge test content from Test Window 2	ACT
April 5	Last day to order paper accommodated materials	PreACT Secure
April 8	Return Test Window 2 accommodated and online test materials	ACT
April 9	Test Window 3 begins/ final paper standard administration date	ACT
April 10	Return paper standard materials from April 9 testing	ACT
April 10	Joint ACT/PreACT Secure Office Hour - Reporting	ACT/PreACT Secure
April 26	Forward, DLM, and PreACT Secure test windows close	Forward, DLM, PreACT Secure



This publication is available from:
 Division of Student and School Success
 Office of Educational Accountability
 (608) 267-1072

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

March 2024 Wisconsin Department of Public Instruction

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