

NOTES FROM THE DIRECTOR

Spring Testing Windows - Forward & DLM

Our next testing window for Forward and DLM **opens on Monday, March 28** and continues through **May 20**. We'd like to acknowledge all of the hard work you have put into preparing for the administration of our statewide assessments. The role that our DACs play is invaluable, and we are grateful to you, your technology coordinators, and other colleagues for your collective efforts, attention to detail, and ongoing engagement with this work. In addition to a [Prior to Testing Checklist](#) to ensure that districts are prepared for what lies ahead with regard to Forward testing, please also make sure to note the additional updates in the Forward and DLM sections below as you complete the final steps leading up to test administration.

Tea with Troy

The recorded version of yesterday's (3/22) March Tea with Troy will be available on our [website](#) within the coming week. Our OSA team provided some brief updates, and answered questions from participants. Please mark your calendars for our next Tea with Troy that is scheduled for **Wednesday, April 20 at 3:00**. More information regarding the agenda, calendar invite, and access directions will be forthcoming.

Formative Assessment

It may be the spring testing season, but we are focused on formative practices on a continual basis, and know you are too. To encourage and support formative practices, please note the two important updates below from DPI:

- **New Strategic Assessment Resources:**
 - Check out the new four-minute [Formative Assessment video](#) on our [Strategic Assessment](#) webpage, along with a [Video Supplement & Resource Guide](#). The video can jumpstart assessment literacy trainings or open a PLC meeting. Please use these resources and share widely with the educators with whom you work. Resources related to Strategic Assessment Systems continue to be developed here at DPI. We anticipate the release of an Interim Assessment video, Summative Data video, and other resources in the coming months.
- **Formative Assessment Practices Project Position:**
 - DPI has an opening for a [Formative Assessment Project position](#) in the Office of Student Assessment. This position will work across divisions within DPI, as well as with educators and partners throughout the state, in order to promote formative assessment practices, resources, and the integration of formative feedback in a strategic assessment system. If you or someone you know is interested, please apply by the **April 4, 2016 deadline**.

~Troy

Troy Couillard, Director - Office of Student Assessment

WISCONSIN STATEWIDE ASSESSMENT SYSTEM UPDATE

FORWARD EXAM

- **NEW - iOS 9.3 Upgrade**
 - DRC has been looking at the beta version of iOS 9.3 for several weeks and is now actively testing the new release version. Although the timing is not convenient, DRC does not anticipate that 9.3 will cause disruptions for WI Forward. All users who update to 9.3 will see a warning message that tells them that this version is not supported (which means DRC has not fully tested 9.3), but they will not be blocked from logging in and testing. However, if schools and districts can encourage their 1:1 users not to update, that would be preferred. Please encourage users who find functionality issues to contact the DRC help desk.

- **NEW - Important things to note before testing begins:**
 - **Organizing Test Sessions in eDirect** - Test sessions can be set up according to district preference within eDirect. Step-by-step directions are available in the [eDIRECT Guide, Part 2](#) starting on page 23.
 - **Students in non-testing grades in eDirect** - If a student is listed at the wrong grade in eDIRECT and their correct grade is a non-testing grade, please call the DRC Help Desk. The grade cannot be changed by a DAC/SAC user to a non-testing grade.
 - **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 - Demographic Data Files in eDIRECT**
 - In order to help districts streamline demographic data checking and clean-up for the Forward Exam, district level comma delimited data files (.csv format) will be made available in eDIRECT by the end of the day on Friday, March 25. The files will be saved under the reports menu, and will be in the same format as the Multiple Student Upload file. They can be checked, edited, and uploaded back to eDIRECT. The “General Information” section of eDIRECT will have a document containing directions, tips and cautions for checking, correcting and re-uploading demographic data.

ACT HIGH SCHOOL ASSESSMENTS

ACT & WorkKeys

- **REMINDER - 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:
 - The deadline for schools to update the reason for not tested in the ACT PearsonAccess^{next} system is now **Friday, April 1** (*The due date is 4/21 for schools closed on 3/1 or 3/16 only*).
 - 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](#). Test coordinators also received a reminder email from ACT on 3/21.

ACT Aspire

- **REMINDER - 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.
 - 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 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.
- **REMINDER** - On-demand printable score reports will be available in 40+ languages from the WIDA AMS as of April 11

DYNAMIC LEARNING MAPS (DLM)

- **Test Window Reminders**
 - Refer to [Test Administration Manual](#) beginning on p. 126 for information on how to find student test tickets and Testlet Information Pages (TIPS).
 - Remember students in grades 4, 8, and 10 must have SS rater forms completed. Teachers may print forms off the [DPI](#) or [DLM website](#), and then enter the derived performance level into the social studies testlet for submission to DLM.
 - Some students may receive field test items in ELA or math. Field test items do not contribute towards students final score.
- **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.

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	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	1: New deadline for schools to update the reason for not tested in the ACT PearsonAccess^{next} system	ACT/ WorkKeys
	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
May	1: Deadline to order Braille in eDirect	Forward

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"/>	Plan for April 11-22 ACCESS Post-Reporting Data Correction Period	ACCESS
<input type="checkbox"/>	Review ACT Aspire Portal users to ensure information is accurate and up-to-date	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 (from 3/16 DAC Digest)	Forward
<input type="checkbox"/>	Check out OTT and Student Tutorials	Forward
<input type="checkbox"/>	Review 2016-2017 Reading Readiness guidance from DPI	PALS

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
Forward Prior to Testing Checklist	Provides final reminders for Forward Exam test preparation.	Forward
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. These can be completed at anytime prior to the close of the testing window.	DLM