



The DAC Digest

Assessment & Accountability Updates

March 23, 2023

Accountability

New:

Reminder:

Final Joint Federal Notifications

As announced in [an email to District 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 23. The joint notification packet includes:

- Final versions of the ESSA Accountability Reports, Progress to Exit Reports, and District Summary Reports,
- Final IDEA LEA Determinations, and
- IDEA Racial Equity in Special Education Reports, which are available for each district and include identifications and required actions, if any, for districts identified with racial disproportionality in Special Education identification, discipline, and/or placement.

Public versions of the ESSA Accountability and District Summary Reports are also available on the [ESSA Accountability Reports app](#) located on our [Federal Accountability webpage](#). As a reminder, Progress to Exit Reports, IDEA LEA Determinations, and Racial Equity in Special Education Reports are not released publicly.

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

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. Deputy State Superintendent John Johnson sent an [email to all District Administrators](#) on March 6 about the importance of test participation.



ACCESS for ELLs

Reminder:

Field Test Materials Return and Survey

The Alternate ACCESS for ELLs field test ended March 17. Please wrap up field testing and return materials to avoid overlapping with Forward and DLM testing. However, if you need additional time, DRC will accept field test materials through April 19. Please forward this link to the [Alternate ACCESS for ELLs Field Test Survey](#) to staff who administered this assessment. WIDA is interested in how staff felt the administration went, and the design of the new test.

ACT and PreACT Secure Testing

New:

Technical Tips:

As schools and districts prepare for PreACT Secure and ACT online testing, we would like to remind you of a few important tips to prepare for a successful online testing event.

1. All online site readiness technical resources and guides are located under **Step 2** of the [Wisconsin ACT and PreACT Secure webpages](#).
2. **Read and follow all specifications and guidance outlined in the ACT and PreACT Secure Technical Guides.** In particular, the sections of the Technical Guides dedicated to **exemptlisting for TestNav and ensuring that the key URLs and ports articulated in the guide are on your EXEMPT list.**

The following URLs and ports must be exemptlisted, or opened in **any firewalls**, proxy servers, or software used for Internet content filtering or inspection. Asterisks noted below are required as a "wildcard". Failing to exemptlist **ALL** URLs listed below will result in issues during the mock administration and **on test day**.

URL:Port

- *.testnav.com:80
- *.testnav.com:443
- *.act.org:80
- *.act.org:443
- *.pearsonusercontent.com:80
- *.pearsonusercontent.com:443
- *.thawte.com
- *.usertrust.com
- *.comodoca.com

- [.google-analytics.com](#) (optional)

Note: See [Network Requirements and Guidelines](#) for more information.

3. **Conduct a mock administration.** A mock administration provides an indication of how your technical infrastructure and testing devices will interact with the testing software during a live administration.
4. **ProctorCache testing content.** Although Proctor Caching is not required, DPI strongly encourages schools to use Proctor Caching. Proctor Caching benefits, requirements and instructions, are outlined in the ACT and PreACT Secure Technical Guides.

ACT

New:

Test Window 2

Tuesday, March 21 marked the start of ACT Test Window 2.

- March 21: Paper standard testing.
- March 21-24, 27-31: Paper accommodated testing.
- March 21-23 and March 28-30: Online standard and accommodated testing.
- Student MyACT account registrations must be completed within two days post testing.
- Review [2023 ACT Schedule of Events](#) for all Test Window 2 tasks and deadlines.

Final ACT Test Window

Tuesday, April 11 will be the final ACT paper standard time testing date for the spring 2023 ACT administration. Please see the [2023 ACT Schedule of Events](#) for Test Window 3 accommodated and online testing dates.

- Place orders for Test Window 3 **March 21-March 31**. Use of previously shipped testing materials will result in a misadministration. Please make plans to order soon before spring breaks.
 - 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 3 starting April 3.
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PreACT Secure

New:

Test Window

The PreACT Secure testing window began March 20 and runs through April 28. Please make sure you download and reference the [2023 PreACT Schedule of Events](#) for all assessment tasks and deadlines.

Tips for PreACT Secure Test Administration

Preparation:

- All testing resources and manuals can be found on the [Wisconsin PreACT Secure webpage](#).
- Prepare for online testing by reviewing all technical requirements and [running a Mock Administration](#).
- All testing staff should read and review all administration manuals.
- Train all testing staff and conduct a test day briefing session ([Test Coordinator Manual](#), p. 20).
- All Room Supervisors need to have a PearsonAccess^{next} account created to monitor their test sessions.
- Paper accommodated test materials must be ordered by **April 7**.
- No test materials will be shipped to you for online testing.

During and After Testing:

- Complete all test administration forms for each testing room (online and paper testing). **Do not return these forms to ACT**. Retain onsite for one year then securely destroy.
- Enter any test irregularity reports into PearsonAccess^{next} (paper and online testing). [Online Administration Manual](#) (p. 28).
- Prepare and return all **paper accommodated secure materials** to ACT (p. 33 of [Test Coordinator Manual](#)).

State Use Questions

In the room supervisor verbal instructions, ([PreACT Secure Online Administration Manual](#), p. 48, #15-16) there is a reference to state use questions. There are no state use questions that students need to complete for Wisconsin. Room supervisors should tell students to skip over these questions.

Test Sessions and Seal Codes

The PreACT Secure is administered in a single sitting/battery. When creating test sessions for students, assign each student to a **single** test session. Students will move from one subject test to the next through the use of seal codes, which are verbally given out by Room Supervisors during testing. For more information on creating test sessions and the use of seal codes, please refer to the following resources:

- [WI PreACT Secure Statewide Assessment Update Email](#) (March 20, 2023)
- Creating Test Sessions: [PreACT Secure Online Administration Manual](#) (p. 17)
- Student Authorization Tickets: [PreACT Secure Test Coordinator Information Manual](#) (p. 27)
- Retrieve Seal Codes: [Online Test Coordinator Manual](#) (p. 33)



DLM

New:

DLM Test Window Now Open

The DLM test window opened on March 20 and the students are off to a great start. On the first day they completed over 1,000 testlets. All testing needs to be completed by April 28.

Reminders:

Test Preparation

[Test Administrator and Test Coordinator Checklists](#) are provided to help troubleshoot any testing problems that may occur.

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](#).

Forward Exam

New:

Forward Exam Test Window Opened March 20

The Forward Exam test window opened on March 20. 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. **Please test early in the window to allow adequate time for make-up sessions.** All testing must be completed by April 28.

Translation Supports

The Forward Exam Test Administration Script is available in Spanish on the [Forward Exam Resources webpage](#). This resource can be used to administer the Forward Exam in conjunction with the Spanish stacked translation and small group translation supports. There is also a *Decision Tree to Assist in Selection of Supports for English Learners (EL)* in the appendix of the [Accessibility Guide](#) that may help navigate the different EL designated supports and how they are assigned. Questions related to EL supports for the Forward Exam may be directed to [Alison O'Hara](#) or [Jennifer Teasdale](#).

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.

Extended Testing Hours

Forward Exam testing is accessible from 7:00 am - 5:00 pm, Monday through Friday. Districts may opt to test students in-person on Tuesday, Wednesday, and Thursday evenings until 8:00 pm, and Saturdays from 8:00 am to 4:00 pm during the testing window. To utilize the extended hours, DACs must complete and submit the [Forward Exam - Extended Testing Hours Request Form](#) for their district.

Reminder:

Tips for Forward Testing

- Ensure 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.
- Have IT staff verify that “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.
- Accessibility features must be entered on an individual student basis or with the mass upload of common features (see [DRC INSIGHT Portal Guide](#), pp. 18-19). The Multiple Student Upload (MSU) cannot be used to upload accommodations and supports during the test window.
- All purge requests must go through DPI (see [DRC INSIGHT Portal Guide](#), pp. 33-35).
- DO NOT distribute test tickets when using the practice test (Online Tools Training or Item Sampler). Hold test tickets to distribute only when doing the actual Forward Exam.
- Set-up and device readiness:
 - Verify that the necessary URLs are allowed on firewalls and content filters.
 - Verify that 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.
 - Verify that the right test content is downloaded and up to date using COS Content Management.
 - Perform a system readiness check on student devices prior to testing.
 - Verify that the onscreen keyboard is disabled for the Text Dependent Analysis (TDA).
 - Verify that the keyboard is set to “US Keyboard”.
 - Verify that the Xbox Game Bar is disabled on Windows devices.

NAEP and International Assessments

Reminders:

Field Test Assessment Planning Tasks

The NAEP Field Test window opened this week. Schools participating in the field test should have all assessment planning tasks completed before their designated test date. These tasks include providing

student information and determining accommodations for students with disabilities and English Learners, deciding assessment logistics, completing the Internet Connectivity Survey, notifying parents of students selected for the assessment, and participating in the Assessment Planning Meeting with your NAEP team to review these tasks. All tasks are completed in the [Assessment Management System](#).

See the [NAEP webpage](#) for grade levels and content areas assessed, dates, additional information, and resources; and contact [Angela Dugas](#) with any questions.

Reading Readiness

Reminder:

Reading Readiness Reimbursement

District Assessment Coordinators received an email on March 7 from DPI Forms Management. The email contained 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](#).

DAC Contact Update

Reminder:

Please update [District Assessment Coordinator \(DAC\) contact information](#) as contact information changes or staffing changes occur throughout the year. The information provided is used to:

- Ensure DACs receive regular assessment and accountability updates, and
- Upload information into vendor portals to ensure DACs have annual permissions.

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 (February) hardware and operating system requirements documentation for the 2022-23 administration to ensure student devices meet the minimum requirements for testing.	Forward

Resource	Description	Assessment
Materials Collections Lists for ELA, Mathematics, and Science	Lists of materials commonly needed to administer the assessments.	DLM

Important Dates to Remember

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

Date	Event	Program
March 27	Attend Office Hours webinar	PreACT Secure
March 30	Purge cached ACT test content from Test Window 2	ACT
March 31	Deadline to order test materials for Test Window 3	ACT
April 3	Return Test Window 2 accommodated and online test materials	ACT
April 3	ICILS test window opens (for selected schools only)	ICILS
April 7	Deadline to order paper accommodated test materials	PreACT Secure
April 11	Test Window 3 begins/ final paper standard administration date	ACT
April 12	Return paper standard materials from April 11 testing	ACT
April 14	NAEP Field Test for Reading and Mathematics Grades 4, 8, and 12, and Science Grade 8 (for selected schools only) closes	NAEP
April 20	Purge cached ACT test content from Test Window 3	ACT
April 24	Return Test Window 3 accommodated and online test materials	ACT
April 28	Test window closes	Forward, DLM, PreACT Secure
April 28	Purge cached PreACT Secure test content	PreACT Secure
April 28	Enter "Did Not Test Codes" into PearsonAccess ^{next}	ACT



Date	Event	Program
May 5	Enter "Did Not Test Codes" into PearsonAccess ^{next}	PreACT Secure



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

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