



# The DAC Digest

Assessment & Accountability Updates

March 27, 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 2 Reminders

Paper standard testing concluded on March 26 and paper accommodated and online testing will conclude April 5. 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](#).

#### Final ACT Test Window

Tuesday, **April 9** will be the final ACT paper standard time testing date for the spring 2024 ACT administration. Please see the [2024 ACT Schedule of Events](#) for Test Window 3 accommodated and online testing dates.

- Place orders for Test Window 3 **March 26-March 29**. Use of previously shipped testing materials will result in a misadministration.
- Schools may use online testing in place of paper testing for make-ups.

- 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:

#### Accommodations/EL Supports

Accommodations must be entered before assigning students to test sessions. If changes are made while a student is in a test session, the accommodation(s) will not be applied. If a change is needed, remove the student from the test session, add the accommodations/EL supports, then add the student back into the test session and reprint the student authorization ticket. Accommodations may be added individually or can be imported as a group through an import process. Paper accommodated materials must be ordered two to three weeks prior to testing. **The final day to enter and order paper accommodated materials is April 5.**

Use the following resources listed below to assist you with entering accommodations and supports:

- [Accessibility Supports Guide for the PreACT Secure](#)
- [Online Administration Manual - Testing with Accessibility Supports](#)
- [Accommodations and Supports Roster - PearsonAccess<sup>next</sup> User Guide](#)

#### Post Testing Reminders

Once testing is complete:

- Complete all test administration forms for each testing room and collect materials (online and paper testing).
- Enter any test irregularity reports into PearsonAccess<sup>next</sup> (paper and online testing). [Online Administration Manual](#) (p. 39).
- Prepare and return all **paper accommodated secure materials** to ACT (p. 31 of [Test Coordinator Manual](#)).

Note: Do not return any online testing materials to ACT. Retain onsite for one year then securely destroy.

### Reminder:

#### 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.

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# 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.

### Test Administration Observations

DLM and DPI are looking for volunteers to participate in observations of students taking the DLM. DLM test administration observations are conducted across consortium states on an annual basis.

Observations can be completed by districts, Mike Peacy or Iris Jacobson using [Kite Collector](#). Educators willing to host test administration observations may contact [Mike Peacy](#) or [Iris Jacobson](#) by email or call (608) 267-1288.

### Rater Forms

Students who have been rostered to Social Studies need to have a completed rater form. The rater forms can be found on the [DLM Resources webpage](#).

## Reminders:

### Spring Assessment Resources

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

### Testlet Information Page (TIPs)

Testlet Information Pages (TIPs) provide Test Administrators with information specific to each testlet. Please encourage Test Administrators to review the TIP before beginning the student's assessment.

# Forward Exam

## New:

### Stacked Translation

Districts and schools should confirm that students have been assigned the correct support before testing. It has come to our attention that some districts are mistakenly assigning 'Stacked Translation (Spanish) with English (STE) Text-to-Speech (TTS)' when they cannot locate a TTS designated support in the DRC INSIGHT Portal. TTS is now a universal support available to all students and no longer needs to be assigned.

Some districts have also assigned both the 'Stacked Translation (Spanish) with English (STE) Text-to-Speech (TTS)' and the 'Stacked Translation (Spanish) with Spanish (STS) Text-to-Speech (TTS)' Designated Support. These two supports are mutually exclusive; it is not possible for the TTS to read both the English



and Spanish test content. Going forward, districts will receive an error message in the DRC INSIGHT Portal if they attempt to assign both. For each student assigned both Stacked Translation supports, you must determine which form of the TTS should be assigned. Note that if the student requires occasional text read in the other language (English or Spanish), you may assign the Read Aloud (Human Reader) Designated Support in either English or Spanish.

Instructions to download a list of all students and the supports they are assigned are available on page 20 of the [DRC INSIGHT Portal Guide](#). You can also select a particular designated support (DS) or accommodation, from the Manage Students Tab in the portal, to see who it has been assigned to by selecting the administration year, district, content area, DSs-Accommodations Type (always 'online'), and the DS-Accommodation. Then select find students.

Administration (Select) <input type="button" value="v"/> *	District (All) <input type="button" value="v"/>	School (All) <input type="button" value="v"/>
Last Name <input type="text"/>	First Name <input type="text"/>	WISEID <input type="text"/>
Designated Supports - Accommodations Content Area <input type="button" value="v"/>	Designated Supports - Accommodations Type <input type="button" value="v"/>	Designated Supports - Accommodations <input type="button" value="v"/>

If you have any questions about this please contact [Alison O'Hara](#) or [Jennifer Teasdale](#).

### Read Aloud Accommodation

This is a reminder that the 'Read Aloud accommodation' is different from the 'Read Aloud designated support'. The accommodation is only available to a student with visual impairments who is receiving instruction in contracted braille but not yet proficient, and whose need is documented in an IEP or 504 plan. DACs must gain prior approval for the use of the 'Read Aloud Accommodation' through the [Request for Read Aloud Accommodation Form](#). Students who do not meet all criteria but require Read Aloud (a human reader) should use the 'Read Aloud designated support'.

## Reminders:

### 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. Please refer to DRC email communications for more information and contact the [DRC Helpdesk](#) with questions.

### 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. 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](#).

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## NAEP and International Assessments

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

### New:

See the [NAEP webpage](#) for 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](mailto:NAEPHelp@westat.com) or (800) 283-6237.

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## 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](#).

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## 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
<a href="#">Forward Exam - Extended Testing Hours Request Form</a>	DACs may submit a request to test students during preset extended testing hours throughout the window.	Forward

## 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	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/ <b>final paper standard administration date</b>	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	<b>Forward, DLM, and PreACT Secure test windows close</b>	Forward, DLM, PreACT Secure



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