



The DAC Digest

Assessment & Accountability Updates

March 29, 2023

Accountability

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

New:

Technical Requirements and Allowlisting

Please be sure to review each assessment's specific technical requirements during test set-up. Districts should review allowlisting information and other network considerations in order to confirm certain file types are allowlisted, both internally and externally. Districts should also ensure that the required URLs are allowlisted on the content filtering systems or other proxy/firewall software that are used locally. Besides allowlisting these sites, districts may need to allow them to pass through the proxy server without requiring authentication credentials.



ACCESS for ELLs

Reminder:

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

ACT

New:

Test Window 2 Concluding

Thank you for your continued dedication and support testing students this spring. ACT Test Window 2 administration is coming to a close. Online testing will conclude Thursday, March 30 and Paper Accommodated testing concluding Friday, March 31. Materials are scheduled to be picked up by ACT on April 3. Please **review the ACT and PreACT Secure Technical Tips guide** and all technical resources outlined on the [DPI ACT Technology Requirements webpage](#) before testing online.

Order Test Materials - Deadline

The last day to order test materials for the final test window is **Friday, March 31**. Use of previously shipped testing materials will result in a misadministration.

Reminder:

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. 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.

PreACT Secure

New:

PreACT Secure Test Window Now Open

The PreACT Secure testing window opened on March 20 and over 22,000 students have tested so far! Please continue to test early in the window to allow enough time for all students to complete testing.

Order Paper Test Materials - Deadline

The last day to order paper accommodated test materials for PreACT Secure testing is Friday, April 7. Instructions on how to order materials are outlined in the [PearsonAccess^{next} User Guide](#). Place orders early and allow up to two weeks for materials to arrive.



Reminders:

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, [running a Mock Administration](#) and reviewing the [ACT and PreACT Secure Technical Tips guide](#).**
- 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.
- 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 [WI PreACT Secure Statewide Assessment Update Email](#) (March 20, 2023).

DLM

New:

DLM Test Window Now Open

The DLM test window opened on March 20. After the first week, students have already completed over 10,000 testlets. All testing needs to be completed by April 28. **Please test early in the window to allow time for students to complete the assessments.**



First Contact Survey and Assignment of a Student's First Testlet

All students who participate in the DLM alternate assessment must have a completed or updated First Contact Survey in Kite® Educator Portal. Once the test administrator has completed or updated the First Contact Survey, it will take one business day before the first testlet is assigned to the student.

Test Administration Observations

DLM and DPI are looking for volunteers to host observations of students taking the DLM. DLM test administration observations are conducted across consortium states on an annual basis. Observations provide anonymous information about how DLM testlets are delivered to help the consortium evaluate the process of administering assessments and to inform improvements. Educators willing to host test administration observations may contact [Mike Peacy](#) or [Iris Jacobson](#) by email or call (608) 267-1288.

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 Now Open

The Forward Exam test window opened on March 20. Districts have been doing a great job testing early in the window and testing has been going well. In the first week of testing, 52% of districts started testing and 11% of all testing was completed. **Please test early in the window to allow adequate time for make-up sessions.** All testing must be completed by April 28.

Background Apps

Please ensure **all apps running in the background are stopped** prior to testing. 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
- Microsoft Game Bar
- Other Background Processes - e.g., virtual keyboards, grammar tools (e.g., Grammarly), classroom monitoring tools



Reminders:

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.

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:

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

New:

Reading Readiness Reimbursement

The deadline for districts to request reimbursement for Reading Readiness expenses is April 14.

Questions related to reimbursement requests may be directed to [Duane Dorn](#).

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
Technical Tip Guide	Tips to prepare for online testing	ACT/PreACT Secure

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 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
April 28	Score Reports and Data Downloads available in WIDA AMS	ACCESS



Date	Event	Program
May 5	Enter "Did Not Test Codes" into PearsonAccess ^{next}	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 2023 Wisconsin Department of Public Instruction

The Wisconsin Department of Public Instruction does not discriminate on the basis of sex, race, color, religion, creed, age, national origin, ancestry, pregnancy, marital status or parental status, sexual orientation, or ability and provides equal access to the Boy Scouts of America and other designated youth groups.