

NOTES FROM THE DIRECTOR

Pre-ACT

Many of you may have received information directly from ACT about a new product for students in grade 10 called the Pre-ACT. This is NOT a replacement for the ASPIRE Early High School assessments. Currently, there are no plans for doing anything with this product at the state level.

PALS

If you are considering keeping PALS as your literacy screener after this school year, information about a CESA purchasing agreement will be out soon. This collaboration between the CESAs and PALS will offer districts a good price for the product.

Tea with Troy

The recorded version of last week's March 22 Tea with Troy is now available on our [website](#). Please mark your calendars for our next Tea with Troy, scheduled for **Wednesday, April 20 at 3:00**. More information regarding the agenda, calendar invite, and access directions will be forthcoming.

~Troy

Troy Couillard, Director - Office of Student Assessment

WISCONSIN STATEWIDE ASSESSMENT SYSTEM UPDATE

FORWARD EXAM

- **NEW - Forward Testing off to a great start!**
 - We are mid-way through week one of the testing window for the Forward Exam and things have been going smoothly overall. As of this morning, there were 8181 completed test sessions throughout the state with the numbers increasing each day.
- **NEW - Prior to Testing Checklist**
 - If your school/district has not begun testing yet, don't forget to review the [Prior to Testing Checklist](#) to ensure your district is prepared for Forward testing.
- **NEW - Printing Test Tickets**
 - There are two ways to print test tickets:
 1. If you select the "Print All Tickets" button on the test sessions page below the filters, you will receive a single file that has one set of tickets for each test session that is displayed in the session detail window.
 2. If you select "Print All Tickets" from the action column in the session detail window, you will receive one set of tickets for just that particular session.

- **NEW - Standard Setting and Item Review This Summer!**
 - This summer, DPI and DRC will be holding Standard Setting and New Item Review (including Bias/Sensitivity meetings) for the Forward Exam, and Wisconsin educators will have the opportunity to participate. For all meetings, we will be recruiting 5-6 individuals in each of the areas and grade levels listed. An application is now available on our [Educator Involvement webpage](#). Please pass this information along to staff you think may be interested in participating in these meetings. All applications should be submitted to osamail@dpi.wi.gov. Deadline to apply for both meetings is **May 20**.

STANDARD SETTING			
Committee	Grade Span	Meeting Dates	Meeting Duration
All Subjects: ELA, Math, Science, SS	All grades: 3-8, 10	June 14-17	4 days

ITEM REVIEW			
Committee	Grade Span	Meeting Dates	Meeting Duration
ELA	3-4	Aug 22 - 25	4 days
	5-6		
	7-8		
Mathematics	3-4	Aug. 22 - 24	3 days
	5-6		
	7-8		
Science	4	Aug. 22 - 24	3 days
	8		
Social Studies	4	Aug. 22	1 day
	8		
	10		

- **REMINDER - 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.
- **REMINDER - 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) were made available in eDIRECT on **Friday, March 25**. The files were saved under the reports menu, and are 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 has a document containing directions, tips and cautions for checking, correcting and re-uploading demographic data.

ACT HIGH SCHOOL ASSESSMENTS

ACT & WorkKeys

Thanks to everyone who helped to administer the ACT and ACT WorkKeys to Wisconsin's 11th graders.

- **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 Pearson Access^{next} system is now **Friday, April 1** (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

- **NEW - Student Transfers:** Schools should use the Student Transfer process in the ASPIRE portal for students who transfer between two schools.
 - The new school will make the request to transfer students from the old school. The ASPIRE portal administrator from the student's old school should review and approve the transfer.
 - Detailed information on the Student Transfer process in the ASPIRE portal is included on pages 40 - 41 of the ASPIRE Portal User Guide (available on the [Wisconsin ASPIRE AVOCET webpage](#).)
 - **Portal administrators must select the student tab on the top navigation bar in the ASPIRE portal, then select the student request queue, and approve/reject the requests that are pending asap. This step must be completed so as to allow new schools to establish the test sessions for these students.**
- **NEW - ASPIRE Manuals and Resources**
 - Please make sure to access the manuals and resources from the Wisconsin specific AVOCET webpage <http://avocet.pearson.com/WisconsinACTAspire/Home> and not the general AVOCET web page. The general AVOCET web page may contain information that may not apply or may be incorrect with regards to the Wisconsin ASPIRE testing.
- **Upcoming Spring 2016 timelines*:** Note additions to Calendar table below, as well the [ACT Aspire Spring Checklist of Dates](#) for a complete list of Aspire dates.
- **REMINDER - Personal Needs Profile (PNP) update:**
 - All student accommodations information needs to be added and updated into Personal Needs Profiles (PNP) in the ACT Aspire Portal.

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 - 22** post-reporting data validation period. **Information will be sent via email early next week regarding retrieving score reports and completing any final validation that is necessary.**

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

DYNAMIC LEARNING MAPS (DLM)

- **DLM testing is ready to resume** as of 10 AM CT today. The network issue has been corrected, and we will continue to monitor bandwidth closely. We recommend limited testing this week and a return to full testing next week.

As an additional precaution, DLM has *temporarily* adjusted testlet delivery times. Through Friday, April 1, teachers should expect to be able to administer up to two testlets per subject to each student (one during the morning and one during the afternoon). Normally, when a DLM testlet is exited rather than submitted, student responses are not saved. However, if a student was in the middle of a testlet when the outage occurred and logs in again before end of day Friday, April 1, the student's prior responses may still be visible. In these cases, we strongly recommend that the teacher start the testlet from the beginning and confirm the student's original responses before completing and submitting the testlet.

- **REMINDER - Test Window Information:**
 - Refer to [Test Administration Manual](#) beginning on p. 126 for information on how to find student test tickets and Testlet Information Pages (TIPS). If you are not able to view student test tickets, **please check to make sure the following four steps have been completed in order to release testlets for students:**
 - 1) Test administration training must be completed. Test administrators must *open* the certificate in order to register completion of training.
 - 2) The teacher must have activated their Educator Portal account and they must *accept* the Security Agreement. Open 'My Profile' in educator portal to access your security agreement if uncertain.
 - 3) The student *must* be rostered to a teacher for each content area in the applicable grade (ELA, Math, Science and/or Social Studies).
 - 4) The First Contact Survey must be completed and *submitted* for each student taking the DLM.
 - 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
	30: Deadline for technology coordinators to complete proctor caching setup.	Aspire
April	1: New deadline for schools to update the reason for not tested in the ACT PearsonAccess ^{next} system	ACT/ WorkKeys
	4-6: Test coordinator receives paper shipment.	Aspire
	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
	13-21: Window for technology coordinators to conduct online readiness testing.	Aspire
	15: Deadline for test coordinator to set up online test sessions. Students must have a completed PNP before being placed in an online test session.	Aspire
	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
	20: Deadline to apply for Forward Exam summer educator involvement meetings: Standard Setting, Item Review, Bias/Sensitivity Review	Forward
June	3: Deadline for ACT Aspire to receive all paper answer documents (Braille, Large Print, and American Sign Language only). Late arriving documents will not be scored.	Aspire

Important Tasks to Remember		
<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"/>	Review important ACT Aspire Dates to Remember	Aspire
<input type="checkbox"/>	Notify relevant staff about Standard Setting (June 14-17) and Item Review (August 22 -25) opportunities	Forward
<input type="checkbox"/>	Review 2016-2017 Reading Readiness guidance from DPI	PALS

Website Update Highlights*		
<i>*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.</i>		
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
Educator Involvement Application Forms	Application forms to be considered for participation in June Standard Setting or August Item Review meetings	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
March Tea with Troy Webinar	Recording of 3/22 March Tea with Troy session addressing assessment updates and highlights	General