



# The DAC Digest

Assessment & Accountability Updates

March 9, 2023

## ACCESS for ELLs

### Reminder:

#### Field Test Ends March 17

The Alternate ACCESS for ELLs field test ends March 17. Please wrap up 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.

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## ACT

### New:

#### Online Testing Updates

On Tuesday, March 7, some schools may have experienced technical issues during online testing. ACT has communicated that the technical issues affecting online testing have been resolved and online testing has continued with no additional interruptions.

Students affected by the disruption are able to:

- Continue testing from the subject and remaining timing when disruption occurred (will **not** need to retest the entire ACT battery).
- Receive the correct timing for all remaining subjects.
- Complete the remaining test items in one sitting.

Students **MUST** complete testing no later than **Thursday, March 16**. Schools **MAY** test on **Friday, March 10** and **Monday, March 13**. Students who are unable to complete testing by March 16 will need to be rescheduled for Test Window 2 or 3 and will be required to retest the entire ACT battery. ACT will be contacting schools who have affected students with instructions on how to resume testing. If you have students who need to resume testing and were not contacted by ACT, please reach out to [Nikki Braconier](#).



## Test Window 1 Reminders

We would like to thank the many educators who are testing our students with ACT this week during Test Window 1.

- Paper Testing: concluded Tuesday, March 7
- Paper Accommodated Testing: will conclude on Friday, March 17
- Online Testing (paper and accommodated): will conclude on Thursday, March 16
- MyACT student registration must be completed **no later than two days post testing**

Once testing is complete, pack and return all test materials according to the instructions found in the [Test Coordinator Information Manual](#) and [Test Administration Manuals](#). Secure test materials are specific to each testing day/window and **cannot be used for make-up testing**. Return all test materials and purge test content from proctor caching computers by the dates identified in the [2023 ACT Schedule of Events](#).

FedEx test material pickups are automatically scheduled by ACT and picked up according to the dates outlined in the 2023 ACT Schedule of Events. **Late arriving answer documents will not be scored**. If your materials are not picked up within two business days of pickup date, or you need to reschedule the pickup by calling ACT at (319) 337-1590.

## Preparing for Make-up Testing

Paper standard make-up testing will be held on Tuesday, March 21 and Tuesday, April 11. Please see the [2023 ACT Schedule of Events](#) for all additional testing windows and material ordering deadlines.

- Place orders for new test materials and/online testing return kits for make-up testers. Use of previously shipped testing materials will result in a misadministration. **Deadline to order paper materials for Test Window 2 is March 10.**
- 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 is outlined in the [Switching from Paper to Online Testing](#) document.
- Schools can create new test sessions for Test Window 2 starting March 15.

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## PreACT Secure

### Reminders:

#### Accommodations in PearsonAccess<sup>next</sup>

DPI has been informed of limitations with the accommodations entry process for PreACT Secure. Please see the below guidance for documenting the following accommodations:

Accommodation	Limitation	Guidance
Human Reader	Error received	Select "Reader Script" PearsonAccess <sup>next</sup>
Accessibility Calculator, Fidget Device, Medical Device	Not listed in PearsonAccess <sup>next</sup>	Schools should document these accommodations independently, outside of PersonAccess <sup>next</sup> , and ensure students receive the accommodations during testing.

**Note:** Extended time errors for paper testers have now been resolved.

### Upcoming Trainings

Testing staff should attend the following upcoming PreACT Secure trainings:

- Test Administration #2 Webinar: March 15, 10:00-11:00 am

All PreACT Secure training opportunities, registration links and recordings can be found on the [DPI PreACT Secure Training webpage](#).

## DLM

### New:

#### Data Management

There are three major tasks that should be completed at this point to assure a positive assessment experience for our students: assigning students to rosters, submitting First Contact Surveys and Personal Needs and Preferences Profiles, and training teachers. To monitor completion of these tasks, go under Reports on Educator Portal and download the Roster and First Contact Survey report as well as the Teacher Training report.

A [Writing Testlet FAQ](#) has also been provided for spring 2023 and added to the Educator Resource webpages. The FAQ details how writing testlets are assessed in DLM testlets as well as how to prepare to administer a writing testlet as a test administrator.

### Reminders:

#### Test Tickets

DLM test tickets will appear in Educator Portal once the test window opens on March 20. Please remember that test tickets will only appear for students who have been rostered in each required content area and for whom First Contact Surveys (FCS) have been submitted.

**Testlet Information Page (TIPs)**

Please note that test tickets and TIPs only appear once the test window opens and when the student has been properly enrolled/rostered.

**Spring Assessment Resources**

[Materials Collections for ELA, Mathematics, and Science](#) are lists of materials needed to administer each subject area testlet as well as the alternative test forms for students with visual impairments. Accessing the Materials Collections prior to the start of the testing window allows educators more opportunities to prepare for the administration of the assessment.

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## Forward Exam

**New:****Test Set-up is Now Open**

DACs and SACs can now edit or create test sessions, edit student data, enter accessibility features on an individual student or mass-assign basis, enter not-tested codes, and print test tickets in the DRC INSIGHT Portal. The [DRC INSIGHT Portal Guide](#) contains step-by-step instructions for these tasks.

**Reminders:****Technology System Requirements**

DACs and DTCs should review the hardware and operating system requirements documentation (updated in February) for the 2022-23 administration to ensure student devices meet the minimum requirements for testing. Updated 2023 technology system requirements for student testing devices is now available on the [Forward Exam Technology Requirements webpage](#).

**2022 Forward Exam Required Trainings**

The required Forward Exam trainings, for District and School Assessment Coordinators (DACs/SACs) and Test Administrators (TAs), are available on the [Forward Exam Trainings webpage](#). District Technology Coordinators (DTCs) should refer to the DTC trainings, available on the [Forward Exam Technology Resources and Requirements webpage](#), prior to the setup of testing devices.

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## NAEP and International Assessments

**New:****Field Test Assessment Planning Tasks**

Schools participating in the NAEP Field Test this spring should be making their way through their assessment planning tasks. 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](#) and need to be completed before each school's assessment date.

**Reminder:**

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

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## 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](#).

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## 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.
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## Assessment

**New:****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](#) this week about the importance of test participation. Please work with building leaders to plan for successful test administrations by:

- Testing as soon as the test windows open and completing the entire or majority of the testing during the earlier part of the windows.

- Scheduling time for make-up assessments to ensure completion within the windows.
- Planning your testing schedule around local cultural events, holidays, and activities to allow students to do their best.
- Regularly monitoring test participation within each assessment’s administrative platform to ensure greater than 95 percent participation for all students and student groups.
- Working with your virtual schools to ensure they are testing all students enrolled in tested grades.

Visit the Assessment in Wisconsin website for testing dates, information on each assessment, and resources including brochures for families and parent letter templates. Please direct assessment related questions to [osamail@dpi.wi.gov](mailto:osamail@dpi.wi.gov) and accountability questions to [oeamail@dpi.wi.gov](mailto:oeamail@dpi.wi.gov).

## 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="#">System Requirements</a>	Updated (February) hardware and operating system requirements documentation for the 2022-23 administration to ensure student devices meet the minimum requirements for testing.	Forward
<a href="#">Alternate ACCESS for ELLs Field Test 2022-23: Additional Materials Order Form</a>	If you received field test materials and need additional materials, please use the form linked here.	ACCESS
<a href="#">Materials Collections Lists for ELA, Mathematics, and Science</a>	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 10	Last day to order paper test materials for Test Window 2	ACT

Date	Event	Program
March 15	Attend Test Administration #2 webinar	PreACT Secure
March 16	Purge cached ACT test content from Test Window 1	ACT
March 17	Prepare and precache Test Window 2 test sessions	ACT
March 20	Return Test Window 1 accommodated and online test materials	ACT
March 20	NAEP Field Test window opens (for selected schools only)	NAEP
March 20	TIMSS Test window opens (for selected schools only)	TIMSS
<b>March 20</b>	Forward Exam test window opens	Forward
<b>March 20</b>	DLM test window opens	DLM
<b>March 20</b>	PreACT Secure test window opens	PreACT Secure
<b>March 21</b>	Test Window 2 begins/paper standard time administration	ACT
March 22	Return March 21 paper testing materials	ACT
March 30	Purge cached ACT test content from Test Window 2	ACT
April 3	Return Test Window 2 accommodated and online test materials	ACT
April 3	ICILS test window opens (for selected schools only)	ICILS





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