



# The DAC Digest

Assessment & Accountability Updates

April 26, 2023

## Assessment

### New:

#### Statewide Assessment Windows Closing

Statewide assessment windows are coming to an end this week on **Friday, April 28**. As a reminder, these 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. The following assessments should be completed this week for each grade level listed:

- Forward Exam (grades 3-8, and 10)
- DLM (grades 3-11)
- PreACT Secure (grades 9 and 10)

Note: The ACT with writing assessment window closed last week.

Thank you for all of your wonderful work in administering our statewide assessments for all of your students. Please see below for specific assessment information and reminders of tasks that must be completed related to the end of the assessment windows.

---

## ACT

### Reminders:

#### Entering Not Test Codes

Students who did not take the ACT during any of the three testing windows will need to be marked as “not tested” in PAnext. Please follow the instructions outlined in the [ACT Administration Supplement - Entering Not Tested Codes](#) to complete this process. If you have a large number of Not Tested Codes to enter, you can upload them using the Student Registration Export. Review the [DPI April 17 ACT Program Email](#) for instructions. Deadline to enter Not Tested Codes is April 28.

#### Student Scores

Students' scores are received 3-8 weeks post testing. Scores will be sent electronically to their MyACT accounts, and a paper copy will be sent to their home address. Schools will see scores filter into [Success.ACT](#) within one week of students receiving scores in MyACT. **New for this year**, schools will also

receive a hard copy of the students' official score reports for their records. Review the [ACT Score Report Schedule](#) for a complete list of reporting dates.

---

## PreACT Secure

### New:

#### Final Testing Week

This is the final week of PreACT Secure testing. Any 9th and 10th grade students who have not completed testing will need to test this week. Testing concludes on **April 28**.

#### Online Testing Wrap-Up Items

As the window comes to a close, it is important to complete the following post testing tasks.

- Review test participation to ensure all students have been tested.
- Ensure all test sessions have been stopped.
- Verify that all testing administration forms have been completed.
- Enter "Not Tested Codes" for any student who did not test by May 5.
- Purge cached test content from all servers on April 28.

#### Entering Not Test Codes

Students who did not take the PreACT Secure will need to be marked as "not tested" in PearsonAccess<sup>next</sup> (PANext). Follow the instructions outlined in the [PreACT Secure Administration Supplement - Entering Not Tested Codes](#) to complete this process. Instructions on how to import Not Tested Codes can be found in the [April 21, PreACT Secure DPI program email](#). The deadline to enter Not Tested Codes is **May 5**.

### Reminders:

#### Monitoring Testing

Schools can monitor test participation with the Testing Dashboard in PearsonAccess<sup>next</sup>. Instructions on how to access and use the Testing Dashboard are located in the [PearsonAccess<sup>next</sup> User Guide for the PreACT Secure](#). Testing must be completed by **April 28**.

#### Returning Paper Accommodated Materials

Once paper accommodated testing is complete, pack and return all materials as outlined in the [PreACT Secure Test Administration Information Manual](#) (p.31). Use cycle code **902** for the site header and processing envelope.

Note: There are no test materials that need to be returned for online testing. All test administration forms, and student authorization tickets must be held securely onsite for one year then destroyed.

---

# DLM

## New:

### DLM Test Window Closes April 28

The DLM test window closes **April 28**. Please complete all testing by this Friday. DACs are encouraged to log into Educator Portal and download a *DLM Test Administration Monitoring Report* in order to identify students that still need to complete testlets. Directions on how to use the Report function can be found in the [Educator Portal User Guide](#).

### 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](#). Rater forms need to be completed and entered into Educator Portal by the end of the day on April 28.

### DLM External Review of Testlets

DLM, through ATLAS (Accessible, Teaching, Learning, & Assessment Systems), will be hosting an external review of Testlets this summer. The external review of testlets will include Science, Math and ELA testlets. Testlets are reviewed for content, accessibility and sensitivity, and bias. Please pass along this information to teachers you feel would like to participate in this process. DLM is looking for general education content area teachers as well as teachers who work with students with the most significant cognitive disabilities. Any teacher interested in participating should complete a profile on the ATLAS (DLM) [recruitment page](#). Any questions please contact [Mike Peacy](#) or [Iris Jacobson](#).

## Reminder:

### Collection of Student Writing Samples for Dynamic Learning Maps Alternate Assessments

Please submit student writing samples from the Writing Testlet to DLM. Writing samples can be submitted through [Educator Portal](#). Samples will be used to support evidence of quality of the assessment system and inform future assessment development. Please upload any writing samples by **April 28**.

---

# Forward Exam

## New:

### Forward Exam Test Window Closes on April 28

The Forward Exam Test Window closes on **April 28** at 5 pm. All students enrolled in grades 3-8 and 10 during the test window are expected to participate in the Forward Exam (or DLM) and will be included when determining the district and school test participation rates. Please complete all make-up testing by this Friday.

### Forward Exam Not-Test Codes

District Assessment Coordinators (DACs) must enter a Not-Tested Code (NTC) in the DRC INSIGHT Portal for all students who were unable to be tested, including students who participated in the DLM. The deadline to enter Not-Test Codes is Friday, May 5. Students must be in a test session in order to view, assign, or edit their NTC. Information on assigning NTCs is available on p. 32 of the [DRC INSIGHT Portal Guide](#).

### Reminders:

#### Tasks that Must be Completed Prior to the End of the Testing Window

Prior to the end of the window all districts should:

- Utilize the Student Status Dashboard (see p. 41 of the [DRC INSIGHT Portal Guide](#)) in the DRC INSIGHT Portal to monitor testing progress for each school and identify students that still need to complete test sessions.
- Check student demographic data for completeness and accuracy. Reporting in the DRC INSIGHT Portal and on Individual Student Reports (ISRs) will be based on student demographics as they are found in the DRC INSIGHT Portal. Accountability and WISEdash reporting will be based primarily on student data submitted to DPI through the WISEdata system.

#### Summer 2023 Educator Involvement Opportunity - New Item Review

OEA is looking to recruit a diverse group of educators from all over Wisconsin (including EL and special education teachers) to participate in this summer's in-person "New Item Review" for the Forward Exam. This is a great opportunity to be a part of assessment development, provide valuable feedback, have detailed input about the items on the Forward Exam, and take knowledge back to the district about the process. For more information about the Item Review Meetings including dates, logistics, and application information, go to the [Forward Exam Educator Involvement Opportunities webpage](#). **Please share this information with all grade 3-8 and 10 educators in your district.** Their input is invaluable during this stage of item development. **Deadline to apply is May 12.**

## ACCESS for ELLs

### New:

#### ACCESS Post-Reporting Data Validation Window

A final post-reporting data validation window will be open from May 9 - 23. This is the last chance to correct any irregularities spotted in student reports. Any changes made during this window will be reflected in updated electronic reports available later this spring. As a reminder, data will be available in the DRC Insight portal April 28, and paper score reports will be delivered on May 12.



## NAEP and International Assessments

### Reminder:

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 should have submitted the reimbursement request for Reading Readiness for their district by the April 14 deadline. If your district has not yet submitted, please do so as soon as possible. Districts should expect to receive reimbursements by early June. More information can be found on the [Reading Readiness Reimbursement webpage](#).

---

## Accountability

### New:

#### Resource Inequity Data Tool

The 2022-23 Resource Inequity Data Tool is now available in the [Secure Access File Exchange \(SAFE\)](#). This tool helps school and district staff examine the distribution of resources within their schools and align these resources with local equity goals. Specifically, this tool will help school and district staff:

- Examine distribution of resources: staffing, funding, course offerings, instructional materials, and engagement with families.
- Compare school, district, and state data to see where your school and district stand relative to others.
- Ask key questions to find patterns in the data.
- Plan action steps to better align distribution of resources with local goals.

The Resource Inequity Data Tool was designed as a resource for Comprehensive Support and Improvement (CSI) and Targeted Support and Improvement (TSI/ATSI) schools developing [improvement plans](#). Though the tool is specifically targeted to these identified schools, it is also provided to all schools to help identify and address resource inequities. Please note that schools are not required to access or use this tool. It is part of DPI's work to support schools and districts across the state by providing relevant resources to facilitate the [continuous improvement process](#). Please contact [dpititle1@dpi.wi.gov](mailto:dpititle1@dpi.wi.gov) with any questions.

---

## 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
<a href="#">Forward Exam New Item Review Participation Application</a>	Educators may apply to participate in the Forward Exam assessment development by reviewing and editing new Items (questions).	Forward

## Important Dates to Remember

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

Date	Event	Program
April 28	Test window closes	Forward, DLM, PreACT Secure
April 28	Purge cached PreACT Secure test content	PreACT Secure
April 28	Deadline to enter "Did Not Test Codes" into PearsonAccess <sup>next</sup>	ACT
April 28	Score Reports and Data Downloads available in WIDA AMS	ACCESS
May 1-31	District window to opt-out of receiving paper ISRs	Forward
May 1-31	District window to request an additional electronic ISR file format delivery	Forward
May 5	Deadline to enter "Did Not Test Codes" into PearsonAccess <sup>next</sup>	PreACT Secure

Date	Event	Program
May 9	Post Reporting Data Validation Window opens	ACCESS
May 12	Districts receive paper reports	ACCESS
May 23	Post Reporting Data Validation Window closes	ACCESS



This publication is available from:  
 Division of Student and School Success  
 Office of Educational Accountability  
 (608) 267-1072

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

April 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.