

## NOTES FROM THE DIRECTOR

### **New OSA Director**

My last day in the office will be June 24, as I will be moving to Minnesota shortly thereafter. I am happy to announce that Viji Somasundaram will be the new Director of the Office of Student Assessment. You know Viji from her work on the WKCE for many years, Badger Exam, and the ACT assessments. Over the years, many of you have commented about how helpful and knowledgeable Viji is, and this will continue to be the case as she serves as Director. Congratulations, Viji!

### **Testing Windows**

With only Aspire testing still open, we are nearing the end of this year's statewide assessment windows. Thank you all for your work within your districts to make this happen. Initial feedback has been mainly positive on all fronts. Part of our Tea With Troy time will be devoted to eliciting your feedback on this year.

### **DLM Update**

Thank you to everyone involved in DLM testing, the window closed last Friday, May 20. DLM will be holding a standard setting for science this June. We have requested that DLM produce Individual Student Reports that summarize all content areas for a student that can easily be printed to send home with parents. We expect that these reports will be available for those with the District Test Coordinator and Building Test Coordinator roles through DLM Educator Portal in September. Stay tuned for more information regarding DLM scoring and reporting.

### **Tea with Troy**

The May Tea with Troy webinar is scheduled for this Thursday, May 26 at 3:00. We'll address some just-in-time updates and answer your questions. Access information for the live webinar is as follows:

- From your computer, go to the [GlobalMeet login page](#).
- Choose "Enter as a guest."
- Enter your name and email address (you do NOT need to "Register").
- Click "JOIN MEETING."
- Connect audio. The preferred option is to "Call My Phone." (*A supplemental calendar invite containing a one-page audio connection reference guide was emailed last week*)

If you are not able to join us, the recorded webinar will be available on our website within about a week.

~Troy

Troy Couillard, Director - Office of Student Assessment

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## WISCONSIN STATEWIDE ASSESSMENT SYSTEM UPDATE

### FORWARD EXAM

- **NEW - Student Information in eDIRECT**
  - We have extended the deadline to update student information in eDIRECT. Please make sure all not tested codes, non-embedded accommodations, and student demographics are updated in eDIRECT by **11:59pm Friday, May 27th** at the latest. Students not

tested or given the proper not tested code will count as non-participants for accountability purposes.

- **REMINDER - Forward Exam District Survey**
  - DRC and DPI are seeking feedback from districts on the 2016 Forward Exam Test Administration. The survey, [found here](#), includes questions about district experiences with eDIRECT, INSIGHT, online resources created for test administration, DRC's Help Desk, and more. We estimate the survey will take approximately 10-15 minutes, and is intended to be completed primarily by DACs and DTCs. Please help us improve your experience by completing this survey no later than **June 6, 2016**.
- **REMINDER - Student Reports**
  - Forward Exam student reports and summaries will be posted to a secure web-based report delivery system, accessed through eDIRECT, in mid- to late-July. The system reporting tools will allow users to extract data in an Excel or .csv file. Hardcopies of individual student reports will be mailed to districts in early August.

## **ACT HIGH SCHOOL ASSESSMENTS**

### **ACT WorkKeys**

- **NEW - NCRCs:** As mentioned in previous DAC Digests, DPI is working toward making WorkKeys data available in WISEdash, and producing NCRC certificates that will be distributed electronically to schools via SAFE. We are aware that individual reports from ACT indicate that students can go to MyWorkKeys.com to access their scores. However, we strongly advise against doing this, as this will result in creating duplicate student accounts. Since WI has a contract with ACT, we will be doing a statewide sweep through RegiStar to set up student accounts when creating the NCRCs; therefore, it is advised that students access their MyWorkKeys.com accounts **AFTER** DPI makes the certificates and login/password information available through SAFE in the coming weeks. Please share this information with your high school test coordinator(s) as needed.

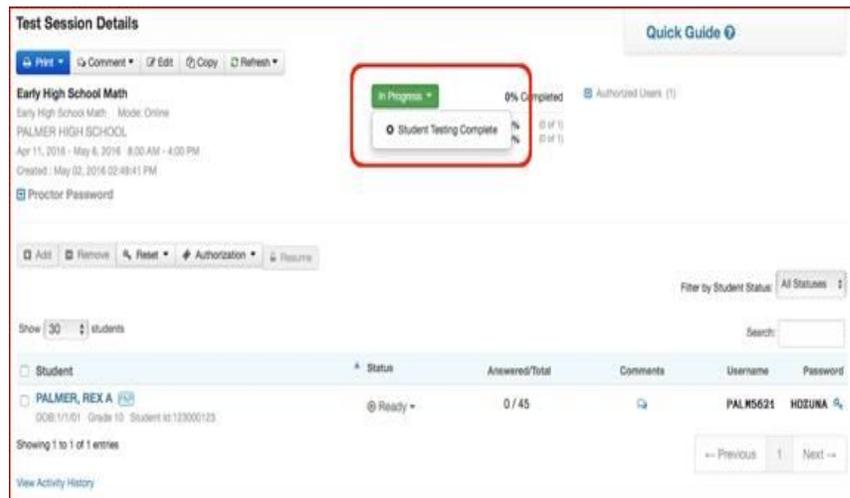
### **ACT Aspire**

- Aspire testing is well underway, and approximately 95% of students have completed testing. The last day of the Aspire test window is this **Friday, May 27**. After that time, schools **will no longer** be able to test students or make any modifications or changes within the portal. Here is a list of Spring 2016 ASPIRE testing close-out reminders.
  - **The deadline for ACT Aspire to receive all paper answer documents (Braille, Large Print, and American Sign Language only) is June 3.** ACT ASPIRE has informed that the Late arriving documents will not be scored.
- Please make sure that:
  - All 9th and 10th grade students have been tested.
  - All Wisconsin Student Numbers are correct in the portal. If they are not, use the edit feature in the student's profile in the Aspire portal to correct the WSN.
  - All irregularities, comments, etc. have been entered in the portal prior to closing test sessions.
  - You have requested any test invalidations within the portal with a complete explanation of why the request is being made, including the name and phone number of a school person to contact if necessary.
  - You have reported all test security incidents to DPI. Forms can be found at: <http://dpi.wi.gov/assessment/act/security>.

- All test sessions are **closed by the test coordinator by 4:00 PM on Friday, May 27th**. **Room supervisors do not close tests!** All paper-based tests are received by ACT Aspire for scoring no later than June 3rd.
- After testing, the room supervisor or test coordinator has signed in to the ACT Aspire Portal and checked the status of each student's test in the session just concluded. If necessary, you can submit students' tests on behalf of the students if they did not already do so by closing the test session in the ACT Aspire Portal following these steps:
  - Finish recording and submitting any irregularities that occurred during the test session. See the task about recording irregularities also found in the ACT Aspire *Portal User Guide*. To report irregularities, use the ACT Aspire Testing Irregularity Report. Close the test session according to the instructions in the ACT Aspire *Portal User Guide*. Be sure all students have completed testing or the allotted time has expired before closing the test session. Once test sessions are closed, they cannot be reopened.

### Closing Aspire Test Sessions:

- The last step is to close the test session by clicking the "In Progress" green button and selecting "Student Testing Complete" as highlighted below.



### ACCESS for ELLs

- **REMINDER - District Data is available in the WIDA AMS**
  - Refer to DAC Digests released in late April and early May for instructions on accessing your data.

### DYNAMIC LEARNING MAPS (DLM)

- **REMINDER - Test Administration Feedback Survey: DLM seeks feedback on the test administration process. Please forward this information to your DLM Test Administrators.**
  - The survey, found [HERE](#), asks questions about your experience administering one or more operational DLM assessments in English language arts and mathematics this year. All test administrators are invited to complete the survey. Results will be used to document the quality of the assessment system. Individual responses will be kept confidential and the results will only be reported for groups of respondents.

## PALS

- **NEW-** The PALS Spring 2016 administration window for 4K through 2nd grade closed last Friday. Teachers have until June 3, 2016 to enter student scores in the PALS Online Score Entry and Reporting System.
- **REMINDER - 2016-17 Reading Readiness Assessment and CESA Purchasing Agreement:**
  - If you still have questions or need information about 2016-17 assessing reading readiness requirements and/or the CESA Purchasing agreement for PALS, please refer to any of the previous DAC Digests from the month of April.

## DAC DIGEST DIGESTIBLES (Dates/tasks that are newly added this week are in **bold**)

Important Dates to Remember		
May	26: May Tea with Troy 3:00	General
	27: Close of ACT Aspire grades 9-10 assessment window	ACT Aspire
June	<b>3: Deadline for ACT Aspire to receive all completed paper answer documents (Braille, Large Print, and American Sign Language only). Late arriving documents will not be scored.</b>	<b>Aspire</b>
	3: PALS Spring Window score entry deadline	PALS
	6: DACs/DTCs <a href="#">Forward Exam Test Administration Survey</a> due	Forward
	14-17: DRC Standard Setting meetings	Forward
	15-17: DLM Standard Setting - Science	DLM
	30: <a href="#">Alternate Accountability</a> Determination Forms due to <a href="mailto:oeamail@dpi.wi.gov">oeamail@dpi.wi.gov</a>	OEA
August	22-25: DRC Item Review meetings	Forward

Important Tasks to Remember		
<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 Test Close Out Reminders	Aspire
<input type="checkbox"/>	DACs and DTCs complete <a href="#">Forward Exam Test Administration Survey</a>	Forward
<input type="checkbox"/>	DLM Test Administrators complete <a href="#">DLM Test Administration Survey</a>	DLM

Online Resource 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>		
Resource	Contains	Assessment
<a href="#">Wisconsin-specific AVOCET</a>	Manuals, trainings, and technology information for Spring testing - NOTE Accessibility User's Guide for Spring 2016 is now available	Aspire
Reminder: <a href="#">Calendar of Training Events</a>	Regularly occurring webinars for schools/districts covering a variety of topics	Aspire
<a href="#">Interim Assessments</a>	New video and resources to support strategic assessment and assessment literacy	General