

District and School Assessment Coordinator Guide

Wisconsin Forward Exam

Spring 2016

Wisconsin Department of Public Instruction

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OVERVIEW

Purpose of This Guide

This guide was developed for use by Wisconsin District Assessment Coordinators (DACs) and School Assessment Coordinators (SACs) to assist in the administration of the Spring 2016 Wisconsin Forward Exam.

To ensure smooth implementation of the testing program, everyone who works with the assessments must work together and become familiar with the contents of this guide and the content of other test administration materials, available on the Department of Public Instruction website, paying careful attention to details.

About the Forward Exam

The Wisconsin Forward Exam will be used to gauge how well students are mastering the Wisconsin State Standards in English language arts (ELA), mathematics, science, and social studies.

Wisconsin students will take the Forward Exam at:

- grades 3-8 in English language arts (ELA) and mathematics,
- grades 4 and 8 in science, and
- grades 4, 8, and 10 in social studies.

CONTACT INFORMATION

Forward Exam Customer Service

Customer service representatives will be available to receive questions via a toll-free phone number and e-mail.

Wisconsin Forward Exams Support
1-800-459-6530
WIHelpDesk@datarecognitioncorp.com

Support Line Hours:
M–F 7:00 AM Central – 5:00 PM Central

Department of Public Instruction Contacts

For Forward Exam questions related to Wisconsin policies use the following information:

General Forward Exam Information and Policies

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Data, Student Demographics, and Privacy Issues

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Test Security Issues

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KEY DATES

Event	Date
Accessibility Graphic Overview available	January 13
eDIRECT available for DACs to enter additional users (not students)	Week of January 25
eDIRECT User Guide – User Management available	February 1
District and School Assessment Coordinator Guide available	February 1
Accessibility Guide available	February 1
Secure browser release date (INSIGHT software release date)	February 1
Testing Site Manager (TSM) (caching software release date)	February 1
Accessibility Training available	February 4
Recorded Forward Exam Training available	February 12
Test Administration Manual (TAM) available	February 29
Student Tutorial available	February 29
Online Tools Training (practice test) available for all users	February 29
eDIRECT User Guide-Students and Tests available	March 7
District cleanup of student demographic data in eDIRECT	Beginning March 7
Districts may begin to assign individual students universal tools, designated supports, and accommodations in eDIRECT	Beginning March 7
Districts may edit test sessions	Beginning March 7
Forward Exam Testing Window	March 28-May 20
eDIRECT Reporting Manual available	June

ROLES AND RESPONSIBILITIES

District Assessment Coordinators (DACs), School Assessment Coordinators (SACs), and Test Administrators/Proctors (TAs) are associated with the administration of the exams. District Technology Coordinators (DTCs), and School Technology Coordinators (STCs) are associated with the installation, setup, and ongoing monitoring of the technology associated with online testing. Each role is briefly outlined here. Test Proctors will refer to the Test Administration Manuals (TAMs) which give specific instructions for administering the tests. Additionally, DACs and SACs will refer to the eDIRECT manual for specific instructions on test setup and monitoring tasks within eDIRECT.

TO DO CHECKLISTS
Reference Appendix A through D for complete DAC, SAC, and TA user role checklists.

District Assessment Coordinators

- Coordinate testing in their district
- Work with District/School Technology Coordinators to ensure system readiness (if the district does not have this designated role, it is the DACs responsibility to ensure these tasks are completed)
- Add new students and edit student information
- Add SACs into eDIRECT
- Add DTCs into eDIRECT
- Ensure that the SACs and TAs in their districts are appropriately trained and aware of the administration and security policies and procedures
- Report test security incidents to DPI
- Submit print-on-demand accommodation requests to DPI
- Work with schools to ensure all student data is accurate and accessibility settings are designated correctly.
- Are responsible for oversight of ALL testing

- Ensure cell phone and personal electronic device security policies are adhered to
- Ensure staff members are trained in state testing procedures
- Coordinate the ordering of Braille version of testing materials
- Ensure the DTCs and STCs have cleared TSMs at the conclusion of testing
- Verify Economically Disadvantaged student data is complete and accurate in eDIRECT
- Ensure Braille responses are transcribed into online system
- Communicate all assessment and accountability information to district and schools (see flow communication chart available at <http://dpi.wi.gov/assessment/dac>)
- Ensure student information/demographics are updated and correct in WSLs/ISES by deadlines
- Work with SACs
- Work with DTCs
- Ensure that the SACs and TAs in their districts are appropriately trained and aware of test administration and security policies and procedures
- Report test security incidents to DPI
- Be aware of assessment accommodations and communicate them to district and school staff

District Technology Coordinators

- Review technology information for the Forward Exam
- Verify that all schools meet the minimum technology requirements
- Conduct network diagnostics
- Develop a plan to ensure that software is installed on all devices used for testing
- Whitelist e-mails from known testing vendors that schools and districts will be receiving updates from
- Address technical problems by applying resolutions or disseminating information to school sites prior to testing
- Download and install testing software (INSIGHT) and Testing Site Manager (TSM)
- Configure all testing devices to communicate with the TSM
- Are available during testing to troubleshoot and assist SACs
- Clear the TSM after daily testing has been completed
- Should be known to DACs and SACs in the event of a technology issue during testing

School Assessment Coordinators

- Identify TAs and ensure they are properly trained
- Work with STC to ensure system readiness (if the school does not have this designated role it is the SAC's responsibility to ensure these tasks are completed)
- Create or approve testing schedules and procedures for the school
- Distribute appropriate materials to TAs (e-mails, newsletter, manuals, trainings – see flow chart)
- Work with technology staff to ensure that necessary secure browsers are installed and any other technical issues are resolved
- Ensure that all students participate as appropriate
- Report all test security incidents to the DAC
- Ensure students' demographic data is correct in WSLs/ISES
- Ensure TAs and school staff are aware of assessment accommodation guidelines
- Ensure all TAs are trained in test security and adhere to cell phone and personal electronic device policies
- Serve as the building contact person between the school and the DAC
- Read and become familiar with the information in the Wisconsin Forward DAC/SAC Guide
- Carry out building-level duties involved in the distribution, security, and collection of test materials
- Manage building test security
- Manage the test administration plan and schedule testing times
- Ensure any room used for testing does not contain any visual materials that would provide students with clues or answers to questions

- Schedule and conduct training of TAs
- Schedule and coordinate student access to Tutorials and Online Tools Trainings (OTTs – practice tests)
- Ensure students are assigned to test sessions
- Assign the appropriate designated supports and accommodations to students in eDIRECT
- Print and distribute student test tickets before each test
- Collect tickets and scratch paper for destruction after each test session
- Ensure DTC and STC have cleared TSM
- Report incidents promptly to the District Assessment Coordinator

Test Administrators (TA)/Proctors

- Ensure accuracy of student information and accommodations prior to testing
- Complete test administration trainings
- Review all policy and administration documents prior to testing
- Follow procedures included in Test Administration Manual (TAM)
- Adhere to all test security policies
- Enforce cell phone and personal electronic device policy with all students; These devices and the taking of photographs are strictly prohibited
- Arrange the testing environment
- Distribute test tickets to students
- Read test directions
- Monitor students during testing
- Report incidents promptly to the SAC
- Collect test tickets immediately after login and deliver them to SAC
- Collect scratch paper at the end of each test session and deliver to SAC
- Ensure 1:1 testing devices (such as iPads or Chromebooks that go home with students) have been completely exited out of the testing system before the device leaves the testing room
- Stop Guided Access on iPad devices
- Maintain security of all test materials

TEST SECURITY

Importance of Test Security

The security of the assessment and the confidentiality of student information are vital to maintain the validity, reliability, and fairness of the results.

All Forward Exam items are secure and must be appropriately handled. Secure handling protects the integrity, validity, and confidentiality of assessment items, prompts, and student information. Any irregularity in test administration must be reported to DPI as a test security incident. If the reliability or validity of a test is compromised, the test scores of individual students or entire classes may be invalidated, and other disciplinary actions may be taken. For more information on test security, please refer to the Test Security Manual at <http://dpi.wi.gov/assessment/forward/security>.

IMPORTANT
*For test security purposes,
 devices used for the Forward
 Exam must be district owned.*

Who is Responsible for Test Security?

Everyone who works with the assessments, communicates test results, and/or receives testing information is responsible for test security. This includes, but is not limited to:

- Wisconsin Department of Public Instruction (DPI) Staff
- District Administrators
- District Assessment Coordinators (DACs)
- School Assessment Coordinators (SACs)
- District Technology Coordinators (DTCs)
- School Technology Coordinators (STCs)
- Teachers, Test Administrators, Proctors (TAs)
- Students, parents, and the community at large
- Certified and non-certified public school staff
- Cooperative Educational Service Agencies (CESAs) staff

DACs and SACs are responsible for training staff on the importance and policies around test security.

Security Throughout the Testing Process

Test security incidents are behaviors prohibited before, during, and after test administration because they give a student an unfair advantage or because they compromise the secure administration of the assessment and items. Whether intentional or by accident, failure to comply with security rules, either by staff or students, constitutes a test security incident.

For more information about Forward Exam Security see the [Test Security Manual](#) and [Forward Exam Test Security Training](#).

Process to Report Test Security Incidents

Administrators, certified and non-certified school staff, students, and parents must adhere to ethical procedures in testing.

Violation of these procedures can be investigated, and the local school board, DPI, and/or the court system may take appropriate sanctions.

CELL PHONES
Unauthorized electronic devices are prohibited during testing. This includes all devices with cellular, messaging, or wireless capabilities.

School or district staff must immediately report all incidents of test administration irregularities to the DAC and to the DPI Office of Student Assessment (OSA). The report of an incident may be submitted to OSA by telephone, fax, letter, e-mail, or by submitting an Incident Report Form in Appendix E. As the result of a report, OSA may ask for the Incident Report Form to be completed and submitted within 24 hours, or OSA staff member may complete the form during the initial call. Students, their parents or other family members, and persons in the community may also report test security violations.

When a testing irregularity is alleged to have occurred, OSA will contact the DAC (if they are not the reporting individual). Depending on the perceived severity of the allegation, OSA may ask the school district to conduct a thorough fact-finding investigation of the alleged irregularity and report the results of its investigation to the DPI within two weeks. OSA has put together guidelines to assist school districts documenting investigations of alleged incidents. Reference Appendix F for the guidelines. After receipt of the fact-finding report, OSA staff will consult with the school district on the details of the alleged testing irregularity. The school district may receive a follow-up letter from OSA requesting additional information or informing the school district that the investigation has been closed.

Because the validity and reliability of the examinations rest with the DPI, OSA will ultimately determine whether the irregularity should be declared a testing violation, and whether the Forward Exam results should be invalidated, and at what level. This may impact the determination of school and district accountability.

Consequences of Test Security Incidents

Consequences of violations may include invalidation of student test results and could result in civil legal liability for copyright violations. At either the school or district level, a test violation could result in the loss of a year's test results for the grade(s) and subject(s) affected by the test irregularity. There will be no opportunity to retest. When test results

are invalidated, the student(s) do not receive test results for those content areas. The school district should be prepared to explain this to students' parents.

Disciplinary measures for educators and school staff should be determined by local school board policy. Depending on the severity of the test security violations, examples of disciplinary measures might include a written reprimand, suspension, or termination of contract. The DPI may also take disciplinary actions against department-licensed individuals.

Test security breaches involving student cheating can result in an unfair advantage for that student and compromise the validity of the standardized test. The tests for such students should be invalidated in that content area. Disciplinary measures for students are handled at the school or district level.

ACCESSIBILITY INFORMATION

State and federal laws require that state assessments must allow for the inclusion of all students, including students with disabilities and English language learners, to the extent practicable. The Accessibility Guide is intended for school-level personnel and decision-making teams as they prepare for and implement the Forward Exam. The Accessibility Guide provides information for classroom teachers, English development educators, special education teachers, and related services personnel to use in selecting and administering universal tools, designated supports, and accommodations for students who need them.

IMPORTANT
All designated supports and accommodations must be entered prior to printing test tickets.

Universal Tools

Universal tools are accessibility features that are available to all students based on student preference and selection. These access features of the assessment that are either provided as digitally delivered components of the test administration system or separate from it (embedded or non-embedded).

Designated Supports

Designated supports are those features that are available for use by any student for whom the need has been indicated by an educator or team of educators (with parent/guardian and student input as appropriate). They are either provided as digitally delivered components of the test administration system or separate from it (embedded or non-embedded). All designated supports (embedded and non-embedded) must be entered into eDIRECT prior to test administration.

Accommodations

Accommodations are changes in procedures or materials that increase equitable access but do not compromise the grade level standard or intended outcome of the assessment. Accommodations are available for students for whom there is a documentation of the need in the Individualized Education Program (IEP) or 504 accommodation plan. Accommodations are either provided as digitally delivered components of the test administration system or separate from it (embedded or non-embedded). All accommodations must be entered into eDIRECT prior to test administration.

Braille Version of the Forward Exam

Printed Braille versions of the Wisconsin Forward Exams will be available for students with designated IEPs or special circumstances for spring 2016 testing. Braille forms may be ordered online via eDIRECT during the additional materials period –3/7/2016 – 5/1/2016. After testing, student responses for Braille must be entered into the online testing system, and all test materials must be collected for return to DRC for processing and storage. Braille testing materials are packaged by building and shipped to the district's office address (or the shipping address indicated by the district during the registration process). The materials shipped to the district are based on the content-specific test window entered during registration.

Transcription of Braille

After testing, student responses for Braille **must** be transcribed into the INSIGHT testing software before the test window closes. It is recommended that transcription occur as soon after testing as possible. Transcribing responses requires the Test Proctor or other designated and authorized district or school personnel to log in to INSIGHT using the student’s test ticket. Follow these steps to transcribe student answers:

1. In eDIRECT Test Setup, ensure that the student has been assigned the Braille accommodation.
2. In eDIRECT Test Setup, assign the student to a test session and print his or her test ticket. Retain the test ticket rather than distributing it to the student.
3. After the student has completed the Braille version of the test, use a device that has the INSIGHT client software installed and use the student’s test ticket to log into the student’s test.
4. Transcribe the student’s responses from the Braille book to the online test.
5. Once you have finished, select **End Test** and **Submit**. The Test Proctor should then return the Braille test materials to the DAC/SAC.

Arrange for the Return Shipment of Braille and Printed Materials to DRC

All secure Braille, and printed test books must be returned to DRC via UPS. Shipping return labels were included in the box with the testing materials.

DRC is responsible for all return shipping costs for the Braille and printed test books; however, the DAC must make shipping arrangements at least 24 hours in advance of package pickup.

Protocol for Print-on-Demand

While most of the accommodations can be set in eDIRECT, there is a unique protocol for requesting a print-on-demand accommodation. The print-on-demand accommodation is intended for those extremely rare instances (e.g., photosensitive epilepsy) where a student’s condition prevents him or her from accessing material online. Access to printed items/stimuli should not be assigned based solely on a student’s or school’s personal preference. The decision to allow this accommodation must be based on each individual student’s need and documented in a student’s IEP or 504 Plan.

If a student requires print-on-demand, the DAC must submit a Request for Print-on-Demand Accommodation approval form located at <http://dpi.wi.gov/assessment/forward/forms>. After receiving the request, DPI will review and, if approved, activate the accommodation.

BEFORE ONLINE TESTING

Resources and Training Materials

DACs and SACs should read, view, and become familiar with all training materials and resources for the Forward Exam. It is their responsibility to oversee the training of staff in the district/school to ensure staff is aware of proper assessment procedures. The resources listed below are available on the Department of Public Instruction (DPI) website at <http://dpi.wi.gov/assessment/forward>.

Manuals/Guides

Resource	Targeted Audience	Description
Technology User Guide	DTC, STC	Provides complete setup, installation, and configuration instructions for INSIGHT and the TSM.
Test Administration Manual	DAC, SAC, TA	Provides Test Administrators (TA) guidelines for administering the Forward Exam.

Resource	Targeted Audience	Description
Accessibility Guide	DAC, SAC, TA	Provides information about selecting and providing universal tools, designated supports and accommodations for those student who need them during the administration of the assessments.
eDIRECT Guide, Part 1 - Managing Users	DAC, SAC, TA	Provides step-by-step instructions on adding, editing, and managing users in eDIRECT.
eDIRECT Guide, Part 2 - Managing Students and Tests	DAC, SAC, TA	Provides step-by-step instructions on how to add students, assign students to test sessions, check demographics, assign accommodations, print test tickets, monitor testing status, and any other topics related to testing, including ordering Braille materials.
Reporting Manual	DAC, SAC, TA	Provides step-by-step instructions on accessing reports in eDIRECT.
Test Security Manual	DAC, SAC, TA, DTC, STC	Provides DPI policies for test security.

Trainings

Training	Recommended Audience	Objective
Accessibility Training	DAC, SAC, TA	To provides online training on accessibility features and guidelines.
Student Tutorial	Students, TA	To familiarize students and TAs with the navigation and features of the online test.
Technology Overview	DTC, STC, DAC, SAC	To provide a broad look at system requirements and the technology components associated with the online test.
Technology Training	DTC, STC	To provide a thorough look at the setup, installation, and configuration procedures associated with the online test.
Forward Exam Training	DAC, SAC, TA, DTC, STC	To familiarize test coordinators with the management of online testing.
Test Security Training	DAC, SAC, TA, DTC, STC	To provide an overview on test security that may be used to assist in staff training.

Additional Accessibility Resources

Resource	Description
Multiplication Table	This resource is a non-embedded accommodation available only for grades 4-8 mathematics.
Read Aloud Guidelines	This document outlines the qualifications, guidelines, and procedures required for a test reader. Test readers must sign the Read Aloud Agreement to Maintain Confidentiality prior to administration. Completed agreement forms should be retained by the SAC.
Scribing Protocol	This document outlines the qualifications, guidelines, and procedures required

Resource	Description
	when using a scribe.
Print on Demand Accommodation Procedure	The document outlines the processes for using the print on demand accommodation.

Tutorial and Online Tools Training (Practice Test)

In preparation for the Forward Exam it is highly recommended that all students view the Student Tutorial Module and use the Online Tools Training (OTT). Students should experience using the specific device on which they will be taking the assessments. The tutorial and OTT are for TAs and students to become familiar with the format and functionality of the online test. The OTTs provide a preview of the item types included in the Wisconsin Forward Exams. In the OTT environment, students will practice maneuvering within the different item types and using the many tools available in the testing system. The OTT is not for practicing content or to see how well students will perform on the Forward Exam.

Technology Requirements

Prior to assessment administration, DACs and DTCs should review the technology infrastructure to ensure each school meets the minimum requirements for administering the Forward Exam.

TECHNOLOGY RESOURCES

Technical specifications including information about internet and network requirements, hardware and software requirements, secure browser installation, and text-to-speech functionality is available on the DPI Forward Exam Technology Requirements webpage at <http://dpi.wi.gov/assessment/forward/technology>. Documents here provide information about supported technology and technology requirements.

Technology Readiness

Several tools are available to help determine technology readiness. These tools include:

- Technology Overview Presentation
- INSIGHT System Requirements
- Technical FAQs
- Capacity Estimator

These tools can be found on the DPI Forward Exam Technology Requirements webpage at:

<http://dpi.wi.gov/assessment/forward/technology> or on eDIRECT at <https://wi.drcredirect.com>.

Approved Devices

For a list of approved devices and technology requirements, refer to <http://dpi.wi.gov/assessment/forward/technology>.

TESTING TIMES AND SCHEDULES

Given the variety of conditions at each school, it is not possible to provide one ideal testing schedule that can be implemented in every setting. In planning your testing schedule, consider the facilities and daily schedules of your school as well as the ability to conduct the testing in a manner that will encourage and allow for student success. Students can log into the test delivery system between 7:00 a.m. and 5:00 p.m., Monday through Friday. Students cannot access the assessment outside of these hours.

The table below provides the estimated times that it will take most students to complete the Forward Exam. This information is for scheduling purposes only, as the assessments are not timed. When developing a testing schedule, you may use the estimated testing times to calculate the number of days and the amount of time it will take to complete a test in each content area and grade level.

These estimates do not account for any time needed to start computers, load secure browsers, and log in students.

Forward Estimated Testing Times (in minutes)				
Grade Level	ELA	Mathematics	Science	Social Studies
3	135	100	NA	NA
4	145	110	100	80
5	140	110	NA	NA
6	140	110	NA	NA
7	140	110	NA	NA
8	140	110	100	90
10	NA	NA	NA	100

Sample Testing Schedules

The Forward Exam is not timed. This provides districts/schools with the ability to tailor the administration schedule to best meet the needs of the students, schools, and/or districts. Administration schedules will vary based on students' needs, technology resources, and individual district/school calendars. Reference **Error! Reference source not found.** for sample testing schedule.

ADDITIONAL MATERIALS

The following table outlines additional required materials needed during the Forward Exam.

Content Area	Session 1	Session 2	Session 3 (ELA Listening)
ELA	<ul style="list-style-type: none"> Headphones are required for students requiring text-to-speech (TTS). Scratch paper should be provided for note taking if necessary. 	<ul style="list-style-type: none"> Headphones are required for students requiring text-to-speech. Scratch paper should be provided for note taking if necessary. 	<ul style="list-style-type: none"> Headphones are required for all students taking this session. Scratch paper should be provided for note taking if necessary.
Mathematics, Science, and Social Studies	<ul style="list-style-type: none"> Headphones are required for students requiring text-to-speech. Scratch paper is required for all grades. 	<ul style="list-style-type: none"> Headphones are required for students requiring text-to-speech. Scratch paper is required for all grades. 	N/A

eDIRECT and INSIGHT

Two online systems support the Wisconsin Forward Exams: eDIRECT and INSIGHT.

What is eDIRECT?

eDIRECT hosts the Wisconsin Assessment Portal. Through this system, Wisconsin educators are able to:

- Review documentation and training for the Wisconsin Forward Exams.

- Download software for administering the Wisconsin Forward Exams.
- Provide enrollment information, including orders for Braille test books.
- View and update student data prior to testing, including indicating any accommodations or designated supports that will be used.
- Place students into test sessions and print test tickets.

Details are provided in the eDIRECT User Guides:

- eDIRECT User Guide, Part 1 – Managing Users
- eDIRECT User Guide, Part 2 – Managing Students and Tests
- eDIRECT User Guide, Part 3 – Reports

What is INSIGHT?

INSIGHT is the secure browser-based test engine through which students take the Wisconsin Forward Exams and that provides students with an engaging test experience. DTCs download the INSIGHT client software to the devices that will be used for testing.

Details are provided in the Technology User Guide.

Test Tickets

Test tickets are created in eDIRECT and provide each student with his or her login information (username and password).

Test tickets and rosters are considered secure materials. Once printed, they should be kept in a secure location.

TAs are instructed to distribute test tickets just prior to student login, and to collect test tickets after all students have logged in and begun testing. After a testing session is complete, the TAs should return all test tickets to the School Assessment Coordinator for destruction or secure storage (in the event a student has not completed a test).

If a student must take a break from testing and the break exceeds 20 minutes, or if a student cannot finish a single assessment on the same day in which it was started, the test ticket will be required to resume testing.

See the Test Administration Manual (TAM) for more information about test tickets.

Student Transfers

Throughout the testing window there are inevitably going to be students moving in and out of schools and districts. DACs and SACs are responsible for maintaining the accuracy of student information in eDIRECT. This includes maintaining current enrollment statuses, demographic information, and accessibility features.

For information on transferring a student to a different school or district, refer to the e-DIRECT Guide, Part 2 – Managing Students and Tests.

AFTER ONLINE TESTING

Submitting All Tests/Close of Testing Window

After all testing for a grade level/content area is completed, the DAC/SAC should review the Testing Status for each student in eDIRECT and communicate with TAs to resolve any tests that appear as “In Progress.” The DAC should also work with the DTC to check the Testing Site Manager (TSM) to ensure that there are no unsent responses.

TEST TICKETS

Test tickets include confidential information. Test tickets must be printed in a secure location and must be securely stored until test administration. At the end of testing, test tickets must be shredded.

Non-Test Participants

All students in grades 3-8 must be accounted for by participating in the Forward Exam or the Alternate Assessment (DLM). If students are not able to participate due to unique circumstances, those students must be accounted for through eDIRECT by selecting the appropriate non-participation code (see table below) that explains why they were not tested. For information about entering non-participation codes reference the eDIRECT Guide, Part 2 – Managing Students and Tests. Contact DPI at 608-267-1072 with questions.

Non participation Code	Code Description	Rationale for use
PAR	Parent Opt-out	Parent opted student out of testing. This student will count as a non-test participant for accountability purposes.
SME	Significant Medical Emergency	Student encountered a significant medical emergency and testing was not able to be completed during the entire testing window. This student will count as a non-test participant for accountability purposes.
RTR	Recent Trauma	Student encountered a recent trauma, such as concussion, rendering him/her incapable of testing. This student will count as a non-test participant for accountability purposes.
INV	Invalidated	Invalidation is often the outcome for assessments impacted by a test security incident. This student will count as a non-test participant for accountability purposes.
SAE	Student Absent for Entire Window	Student was absent for the entire window. This student will count as a non-test participant for accountability purposes.
NLE	No Longer Enrolled in WI Public School	Student is no longer enrolled in a Wisconsin Public School. This student will not be included in accountability calculations.
RAE	Recently Arrived ELL (for ELA)	Student enrolled in a US school within the last 12 months prior to the beginning of testing. Student may be exempt from the ELA assessment. Students must participate in the mathematics assessment. This student will not count as a non-test participant for accountability purposes.
ALT	Alternate Assessment	Student participated in the Dynamic Learning Maps (DLM)
OTH	Other	

Securely Destroy Materials

Federal law—the Family Educational Rights and Privacy Act—prohibits the release of any student’s personally identifiable information. Any printouts, including printed items, test tickets, scratch papers, or graph paper must be collected and then securely shredded.

Individual Student Reports

Individual Student Reports (ISRs) will be available in PRISM. A link to PRISM is in eDIRECT in the left-hand navigation pane.

APPENDIX A: HANDLING STUDENT TRANSFERS AND CHANGES IN TESTING STATUS

Students Who Move Before or During the Wisconsin Forward Exam Administration

<i>If...</i>	<i>Then...</i>
a student needs to be moved into a different test session in the same school...	edit the student's profile by moving the student to a new test session.*
a new student moves into the district...	add the new student in eDIRECT. Then assign the student to the appropriate test session(s).* NOTE: If the DAC is unable to add the new student, the DAC must contact the WI Help Desk.
a student moves out of the district prior to or during the district test administration window...	remove the student from any test session in eDIRECT. Do not log in to the test and do not mark any status code(s) for the student.*
a student moves from one building to another building within the same district...	the DAC should edit the student's information in eDIRECT before the student begins testing so that the student's scores report to the correct building. The DAC must move the student to a different test session in eDIRECT.*

*See the eDIRECT User Guide, Part 2 – Managing Students and Tests, available on the **Documents** page of eDIRECT, <https://wi.drctdirect.com>.

Please contact the WI Help Desk at 1-800-458-6530 if there are any questions regarding moving a student within a school or district.

APPENDIX B: DISTRICT ASSESSMENT COORDINATOR (DAC) CHECKLIST

DAC - Activity	Target Completion Date	Reference in Manual
BEFORE TESTING		
<ul style="list-style-type: none"> Review all training modules, the District Assessment Guide and documents posted on the DPI website. 	Beginning February and continuing through March	DAC Guide
<ul style="list-style-type: none"> Disseminate appropriate manuals and modules to school/district staff. 	Beginning February and continuing through March	
<ul style="list-style-type: none"> Work with DTC to ensure timely computer setup. Conduct network diagnostics. Install INSIGHT. Verify that schools meet the minimum technology requirements. 	Beginning February and continuing through March	Technology User Guide
<ul style="list-style-type: none"> Ensure school staff have access to accessibility information including <ul style="list-style-type: none"> Accessibility Guide. Accessibility resources . 	Beginning February and continuing through March	Accessibility Guide
<ul style="list-style-type: none"> Plan district-level training for SACs and TAs using state-developed resources from training modules and test security information. 	4-6 Weeks prior to testing	DAC Guide
<ul style="list-style-type: none"> Notify schools when the <i>Test Administration Manual</i> is available. 	4 Weeks prior to testing	
<ul style="list-style-type: none"> Confirm that you have received your eDIRECT login information. 	4-6 Weeks prior to testing	
<ul style="list-style-type: none"> Create eDIRECT user accounts for SACs. 	3-4 Weeks prior to testing	eDIRECT User Guide-User Management
<ul style="list-style-type: none"> Disseminate information about student resources to SACs and ensure all students are exposed to: <ul style="list-style-type: none"> Student Tutorial Online Tools Training 	3-4 Weeks prior to testing	DAC Guide
<ul style="list-style-type: none"> Work with schools to review eDIRECT student enrollment information. 	3 Weeks prior to testing	
<ul style="list-style-type: none"> Work with schools to establish students' test settings in eDIRECT. 	3 Weeks prior to testing	DAC Guide
<ul style="list-style-type: none"> Review scheduling and testing requirements with SAC. 	3 Weeks prior to testing	DAC Guide
<ul style="list-style-type: none"> Review school test administration schedules for adequate time and resource planning. 	3 Weeks prior to testing	DAC Guide
<ul style="list-style-type: none"> Perform an equipment needs assessment based on individual student requirements. Work with the SAC to identify students who will need specialized equipment for accommodations, including non-embedded supports. Communicate with the SAC/TA to identify the number of headsets needed in order to take the ELA Listening portion of the assessment. Place order for the number of headsets needed plus extra. 	2 Weeks prior to testing	Accessibility Guide DAC Guide

DAC - Activity	Target Completion Date	Reference in Manual
<ul style="list-style-type: none"> Ensure all students have required resources such as headphones, scratch paper, graph paper, non-embedded supports (as needed), keyboards (as needed), and pointing devices. 	2 Weeks prior to testing	DAC Guide
DURING TESTING		
<ul style="list-style-type: none"> Verify that SACs have confirmed student accessibility settings in eDIRECT. 	2 days prior to testing	eDIRECT User Guide-Students and Tests
<ul style="list-style-type: none"> Investigate potential testing irregularities and follow reporting procedures. 	Ongoing during administration	DAC Guide Test Security Manual
<ul style="list-style-type: none"> Investigate all test security incidents. 	Ongoing during administration	Test Security Manual
<ul style="list-style-type: none"> Monitor with the DTC any technical problems to apply resolutions or disseminate information at other school sites prior to testing. 	Ongoing during administration	
<ul style="list-style-type: none"> Monitor student progress (i.e. district and school completion) via eDIRECT. Ensure all students participate and complete testing. 	Ongoing during administration	eDIRECT User Guide-Students and Tests
<ul style="list-style-type: none"> Be available for questions and problem solving. 	Ongoing during administration	
AFTER TESTING		
<ul style="list-style-type: none"> Ensure access, download, printing, and distribution of IPR 	After scoring is completed	eDIRECT User Guide – Reporting Manual
<ul style="list-style-type: none"> Ensure that all secure test materials have been destroyed. 	Once testing is complete in district	DAC Guide

APPENDIX C: SCHOOL ASSESSMENT COORDINATOR (SAC) CHECKLIST

SAC - Activity	Target Completion Date	Resource
BEFORE TESTING		
<ul style="list-style-type: none"> Notify TAs when the <i>Test Administration Manual</i> is available. 	4 Weeks prior to testing	
<ul style="list-style-type: none"> Review trainings and manuals and schedule training session for TAs. 	4 Weeks prior to testing	DAC Guide
<ul style="list-style-type: none"> Ensure that TAs and other staff are appropriately trained and aware of policies and procedures, especially related to security. 	4 Weeks prior to testing	DAC Guide Test Security Manual
<ul style="list-style-type: none"> Confirm that you have received an e-mail with eDIRECT login information (username and temporary password). 	3 Weeks prior to testing	eDIRECT User Guide – User Management
<ul style="list-style-type: none"> Develop testing schedule based on timing and duration information. Confirm testing schedule with DAC. 	3 Weeks prior to testing	DAC Guide
<ul style="list-style-type: none"> Verify that TAs are aware of test security requirements during testing (specifically related to cell phones and other digital devices). 	3 Weeks prior to testing	Test Security Manual
<ul style="list-style-type: none"> Review and verify the accuracy of student enrollment information in eDIRECT. 	2 Weeks prior to testing	eDIRECT User Guide- Students and Tests
<ul style="list-style-type: none"> Work with TAs to review student settings in eDIRECT to ensure appropriate designated supports and accommodations are applied. 	2 Weeks prior to testing	eDIRECT User Guide- Students and Tests
<ul style="list-style-type: none"> Work with the TAs to identify students who will need specialized equipment for accommodations. 	2 Weeks prior to testing	Accessibility Guide DAC Guide
<ul style="list-style-type: none"> Communicate with the TAs to identify the number of headsets needed in order to take the ELA Listening portions of the assessment. Secure access to the number of headsets needed plus extra. 	1-2 Weeks prior to testing	DAC Guide
<ul style="list-style-type: none"> Designate testing space for students with test accommodations if necessary. 	2 Weeks prior to testing	
<ul style="list-style-type: none"> Work with TA to plan a quiet activity for each testing session for students who finish early. 	2 Weeks prior to testing	
DURING TESTING		
<ul style="list-style-type: none"> Ensure adherence to all security policies, specifically, no cell phones or other camera devices are present during testing. 	Ongoing during administration	Test Security Manual
<ul style="list-style-type: none"> Document containment of any irregularity and report to the DAC immediately after learning of the incident. 	Ongoing during administration	DAC section Test Security Manual
<ul style="list-style-type: none"> Monitor testing progress in eDIRECT during the testing window and ensure that all students participate as appropriate, addressing student issues as needed. 	Ongoing during administration	eDIRECT User Guide- Students and Tests

SAC - Activity	Target Completion Date	Resource
<ul style="list-style-type: none"> Raise any technical issues with the School Technology Coordinator for resolution. 	Ongoing during administration	
<ul style="list-style-type: none"> Review, investigate, and report on all potential irregularities reported by the TA. Mitigate incidents when appropriate. 	Ongoing during administration	DAC Guide Test Security Manual
AFTER TESTING		
<ul style="list-style-type: none"> Enter non-participation codes if necessary. 	Once testing is complete in school	DAC Guide eDIRECT User Guide- Students and Tests
<ul style="list-style-type: none"> Download, print, and distribute IPR to guardians. 	After scoring is completed	eDIRECT User Guide – Reporting Manual
<ul style="list-style-type: none"> Ensure that all secure test materials have been destroyed. 	Once testing is complete in school	DAC Guide

APPENDIX D: TEST ADMINISTRATOR (TA)/PROCTOR CHECKLIST

Test Administrator - Activity	Target Completion Date	Resource
BEFORE TESTING		
<ul style="list-style-type: none"> Attend your school's or district's training session if one is offered and review all Forward Exam documents, particularly the <i>Test Administration Manual (TAM)</i>. 	3 Weeks prior to testing	TAM
<ul style="list-style-type: none"> Review the trainings recommended by the SAC. 	3 Weeks prior to testing	TAM
<ul style="list-style-type: none"> Show students the Student Tutorial. 	2-3 Weeks prior to testing	TAM
<ul style="list-style-type: none"> Provide students with a walk through of the Forward Exam Online Tools Training to build familiarity with navigation of the system and tools. 	2-3 Weeks prior to testing	TAM
<ul style="list-style-type: none"> Work with SAC to ensure that each student's enrollment information has been loaded into eDIRECT and is accurate for each student. 	2 Weeks prior to testing	eDIRECT User Guide – Student and Test Setup
<ul style="list-style-type: none"> Work with SAC to ensure that each student's accommodations in eDIRECT matches up against his or her IEP or other relevant documentation as appropriate. Contact SAC to update information if necessary. 	2 Weeks prior to testing	Accessibility Guide
<ul style="list-style-type: none"> Ensure that INSIGHT has been installed on any computer(s) on which students will be testing. 	2 Weeks prior to testing	Technology User Guide
<ul style="list-style-type: none"> Perform an equipment needs check based on individual student requirements. Work with the SAC to identify students who will need specialized equipment for accommodations. Review standardized protocols for read aloud and scribing, if necessary. 	2 Weeks prior to testing	TAM Accessibility Guide
<ul style="list-style-type: none"> Verify the security of the testing environment by <ul style="list-style-type: none"> Ensuring that students have access to only allowable resources Making sure that no instructional materials directly related to the content of the tests are visible to students. Reminding students that cell phones and other electronic devices are not allowed during a testing session Reviewing all security procedures and guidelines in the TAM. 	1 Week prior to testing	TAM
<ul style="list-style-type: none"> Communicate to students the need for headsets in order to take the ELA Exam. Identify any students who may not have their own headsets and make arrangements with the school to have headsets available for those students. Counts should be determined prior to testing. 	1 Week prior to testing	TAM

Test Administrator - Activity	Target Completion Date	Resource
<ul style="list-style-type: none"> Also have extra headsets on hand for students who may forget to bring theirs. Reminders should be sent several days before and the day prior to testing students remember their headsets. 		
DURING TESTING		
<ul style="list-style-type: none"> Administer the Forward Exam following the script and directions for administration. Provide any necessary accommodation supports. 	Ongoing during administration	TAM
<ul style="list-style-type: none"> Monitor the security of the testing environment Ensure students have access to only those allowable resources, including cell phones. Ensure no instructional materials directly related to the content of the tests are visible to students. Document and report any potential test security issues and report to the SAC immediately after learning of the incident. 	Ongoing during administration	TAM
<ul style="list-style-type: none"> Make sure the physical conditions in the testing room are satisfactory. Students should be seated so that there is enough space between them to minimize opportunities to look at each other's screen. 	Ongoing during administration	
<ul style="list-style-type: none"> Plan a quiet activity for each testing session for students who finish early. The activity should not be related to the test being given. For example, students who finish early may work on assignments for unrelated subjects or read a book. 	Ongoing during administration	
<ul style="list-style-type: none"> Ensure proper handling of all printed test materials, notepaper, and test tickets. Collect all test materials and test tickets on each day of testing and then destroy according to security policy. 	Ongoing during administration	TAM
<ul style="list-style-type: none"> Raise any technical issues with the SAC for resolution. 	Ongoing during administration	
AFTER TESTING		
<ul style="list-style-type: none"> Securely dispose of all printed testing materials, including test tickets, print-on-demand documents, and scratch paper in a secure manner. 	Immediately after testing	TAM
<ul style="list-style-type: none"> Follow up on and report any outstanding test security incidents. 	Immediately after testing	TAM

APPENDIX E: INCIDENT REPORT FORM

Available at <http://dpi.wi.gov/assessment/forms>



Wisconsin Forward Exam Test Security Incident Report



Please complete all requested information and submit to:

Department of Public Instruction
Office of Student Assessment
PO Box 7841, Madison, WI 53707-7841
osamail@dpi.wi.gov
Fax: 608-266-8770

Date of Submission:

Date of Incident:

Name of Informant:

Title:

Phone:

District Name:

District ID:

School Name:

School ID:

School Phone No.:

District Assessment Coordinator:

Subject(s) Affected:

English/Language Arts

Mathematics

Science

Social Studies

Grades Affected:

3rd

4th

5th

6th

7th

8th

Was the Incident Initiated due to Adult or Student Behavior?

Adult

Student

(The following answer may be continued on page 2 if needed)

Description of the alleged test security incident:

APPENDIX F: GUIDELINES FOR DOCUMENTING A POSSIBLE TEST SECURITY INCIDENT

When conducting an investigation, the district will be asked to answer the following questions.

- What is the allegation and where did it happen?
- Who is investigating the incident (name and title)?
- Did the alleged incident occur?
- What exactly occurred and how did it occur?
- How many were involved or will be affected (staff and students)?
- What is the district's plan to ensure this type of incident does not occur in the future?
- Summary of determination.

In order to assist districts in investigating and documenting the possible test security violation, the following guidelines have been established.

Describe what occurred in the building/classroom during the test administration in the written report.

- Have you determined that testing procedures were followed by all school staff?
- Have you interviewed all individuals who were involved in, or may have information about, the affected school/classroom(s)?
- If you found evidence indicating a violation, have you described exactly what happened and why?
- If you found evidence indicating a violation, did you prepare a timeline, if necessary, to establish when the event(s) occurred?

If evidence or indication of a test security incident is discovered, describe a plan to correct and mitigate any future occurrences of the testing violation.

- Does the plan include a description of the specific procedure(s) that will be implemented to help prevent future occurrences of this type of violation?
- Does the plan include the name and role (title) of the person(s) responsible to implement the plan?
- How will the plan be executed and/or communicated to appropriate staff?
- Have you submitted all statements in letter form on paper or letterhead? Are they typed, signed, and dated?
- Have you submitted a final, written determination about what happened and who is responsible?

APPENDIX G: MULTIPLICATION CHART

A single-digit (1–9) multiplication table is a non-embedded **accommodation** for **grades 4 and above** mathematics items. The multiplication table is to be used *only* for students with a documented and persistent calculation disability (i.e., dyscalculia) in their Individualized Education Plan (IEP) or 504 Plan. This table can be printed for students requiring this accommodation.

MULTIPLICATION TABLE									
×	1	2	3	4	5	6	7	8	9
1	1	2	3	4	5	6	7	8	9
2	2	4	6	8	10	12	14	16	18
3	3	6	9	12	15	18	21	24	27
4	4	8	12	16	20	24	28	32	36
5	5	10	15	20	25	30	35	40	45
6	6	12	18	24	30	36	42	48	54
7	7	14	21	28	35	42	49	56	63
8	8	16	24	32	40	48	56	64	72
9	9	18	27	36	45	54	63	72	81



Forward Exam Sample Test Schedule



The testing schedules provided below are only a couple examples of the possible schedules your district/school can create to administer the Forward Exam. The number of test sessions, the length of those sessions, and the number of days testing should be customized to your district's/school's schedule and available resources.

Sample Test Schedule 1

DAY/CONTENT AREA	TESTING TIME*
Login Process	
<input type="checkbox"/> DAY 1: Session 1 ELA	50 minutes
o Break	10 minutes
Session 1 ELA	50 minutes
<input type="checkbox"/> DAY 2: Session 2 ELA	25 minutes
Session 3 ELA	25 minutes
o Break	10 minutes
<input type="checkbox"/> DAY 3: Session 1 Mathematics	55 minutes
o Break	10 minutes
Session 2 Mathematics	55 minutes
<input type="checkbox"/> DAY 4: Session 1 Science	50 minutes
o Break	10 minutes
Session 2 Science	50 minutes
<input type="checkbox"/> DAY 5: Session 1 Social Studies	50 minutes
o Break	10 minutes
Session 2 Social Studies	50 minutes

*NOTE: TIMING DOES NOT INCLUDE TIME FOR TEST ADMINISTRATION TASKS SUCH AS LOGIN AND TEST DIRECTIONS. ADD APPROXIMATELY 10-15 MINUTES EACH DAY TO ESTIMATE TOTAL TIME NEEDED.

Sample Test Schedule 2

DAY/CONTENT AREA	TESTING TIME*
Login Process	
<input type="checkbox"/> DAY 1: Session 1 ELA	50 minutes
<input type="checkbox"/> DAY 2: Session 1 ELA	50 minutes
<input type="checkbox"/> DAY 3: Session 2 ELA	25 minutes
Session 3 ELA	25 minutes
<input type="checkbox"/> DAY 4: Session 1 Mathematics	55 minutes
<input type="checkbox"/> DAY 5: Session 2 Mathematics	55 minutes
<input type="checkbox"/> DAY 6: Session 1 Science	50 minutes
<input type="checkbox"/> DAY 7: Session 2 Science	50 minutes
<input type="checkbox"/> DAY 8: Session 1 Social Studies	50 minutes
<input type="checkbox"/> DAY 9: Session 2 Social Studies	50 minutes

*NOTE: TIMING DOES NOT INCLUDE TIME FOR TEST ADMINISTRATION TASKS SUCH AS LOGIN AND TEST DIRECTIONS. ADD APPROXIMATELY 10-15 MINUTES EACH DAY TO ESTIMATE TOTAL TIME NEEDED.

GLOSSARY

Accommodations	Changes in procedures or materials that increase equitable access during the Wisconsin Forward Exam. Assessment accommodations allow students to access assessment content to show what they know and can do. Accommodations are available for students with documented Individualized Education Programs (IEPs) or 504 Plans.
Break/Pause	Action taken by a student or Test Proctor to temporarily halt the test during any part of the test, as needed. The online assessment provides an opportunity to pause the test for up to 20 minutes.
Designated Supports	Accessibility features of the assessments available for use by any student for whom the need has been indicated by an educator (or team of educators working with the parent/guardian and student).
District Assessment Coordinator (DAC)	Designated district staff member who is responsible for overseeing the implementation of the Forward Exam. The DAC can upload, add, modify, and remove student records and is responsible for ensuring all school-level test administrators have received adequate training on test administration, test security, and testing policies/practices.
eDIRECT	The administrative side of the platform—the Wisconsin Assessment Program Portal—from which district personnel will manage the assessments.
eDIRECT Test Session	A grouping of students in eDIRECT that are assigned to the same test. Sessions can be large (for instance, all 3 rd grade students at a school who are taking the ELA test may be grouped into one “Grade 3 ELA” test session), or sessions can be broken up by students who will be taking the same test at the same time (for instance, all 3 rd grade students in Ms. Jones’ class who are taking the ELA test may be grouped into one “Grade 3 ELA JONES” session, and all 3 rd grade students in Mr. Peters’ class who are taking the ELA test may be grouped into one “Grade 3 ELA PETERS” session). All students must be enrolled in a test session for each subject area tested.
INSIGHT	INSIGHT is the secure, browser-based test engine for the Wisconsin Forward Exams.
Item	A test question or stimulus presented to a student to elicit a response.
School Assessment Coordinator	Designated school staff member responsible for monitoring the test schedule, process, and test administrators /proctors (TA). SACs are also responsible for ensuring the TAs have been appropriately trained and that testing is conducted in accordance with the test security and other policies and procedures.
Session	A part of a test requiring a login using a test ticket. ELA tests are broken into three sessions. Math, science, and social studies tests are broken into two sessions.
Universal Tools	Available to all students based on student preference and selection.
Wisconsin Student Number	Districts use Wisconsin Student Numbers (WSNs) instead of names to submit data about student educational progress.

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Department of Public Instruction



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