**Wisconsin Forward Exam
Test Administrator/Proctor Training**

Spring 2024

WISCONSIN DEPARTMENT OF
Public Instruction
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Forward Exam Test Window

March 18 – April 26, 2024

Content Areas	Grades
ELA and Mathematics	3-8
Science	4 and 8
Social Studies	4, 8, and 10

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Suggested Testing Times

The Forward Exam is an untimed test. The following are suggested testing times provided by DRC to be used as guidance to assist with scheduling. It is important to remember that students may take more time or less time to complete the test based on effort and ability levels.

Table below shows Forward Exam estimated testing times in minutes.

Grade Level	Session 1	Session 2	Total Testing Time
10	35	35	70

Sample test schedules and test blueprints are available at
http://dpi.wi.gov/assessment/forward/resources

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Who may Proctor the Exam?

Test Administrators/Proctors (TAs) are trained staff who are employed by the school or district. This includes:
- Teachers
- Administrators
- Paraprofessionals
- Student teachers (whose regular responsibilities include supervising students)

Parent volunteers are **not allowed** to proctor the exam.

School personnel who are parents or guardians **must not be allowed** to proctor their own children.

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Test Administrator (TA) /Proctor Role

TAs must administer the Forward Exam in a uniform manner to ensure the integrity of the testing program.

Read the Test Administration Manual and view the Test Administrator Training	Ensure students who have been assigned accessibility features have them prior to starting their exams	Prepare the students and physical testing environment

Monitor students during testing to ensure the security and validity of the exam

For a complete list of responsibilities and a TA "To Do" Checklist go to
http://dpi.wi.gov/assessment/forward/resources

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Resources/Trainings

Required Resources/Trainings	**Additional Useful Resources/Trainings**
• Test Administration Manual • Test Administrator Training Video • Test Security Manual • Accessibility Guide • Administrator Tutorials on how to use the embedded accessibility features	• Test Security Video • Accessibility Training Video • User's Guide to Interpreting Results

http://dpi.wi.gov/assessment/forward/resources

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Test Administration Manual

Make sure to have a copy of your Test Administration Manual (hard copy or electronic). This manual is a critical tool for successful administration of the Forward Exam. As well as detailed information on much of the content in this presentation it includes:

- Basic test functionality you will use in your classroom during testing (e.g., log in, end vs. submit test, adjusting volume or screen color)
- Test Administration Script
- Troubleshooting
- Test Administrator Checklist
- Common Error Messages
- Decision Trees
- Accessibility Abbreviation Codes
- Glossary of Forward Exam Terms

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What is a Test Security Incident?

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.

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How to Ensure Test Security

Materials	Administration
• No one may review, discuss, or analyze test items	• Monitor students during testing to ensure they are on task and prohibited materials and devices are not in use
• Ensure unauthorized staff or adults are not present in the testing environment	• Ensure use of designated supports and accommodations is appropriate
• Keep test materials in a secure area when not in use	• Be aware of test administration, accessibility, and security policies and procedures
• Securely destroy test materials	• Report all test security incidents
• Ensure no photos/copies of items are taken (by staff or students) at any time for any reason	

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How to Report a Violation

http://dpi.wi.gov/assessment/forward/security

Immediately report all test security violation to the DAC and/or the Office of Educational Accountability (OEA) at DPI via an Incident Report Form available on the Forward Exam Test Security webpage

DPI follows-up on each and every report received.

Depending on the perceived severity of the allegation, the OEA 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.

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Accessibility Guide

Updated!

The Accessibility Guide provides information for educators and related services personnel to use in selecting and administering universal tools, designated supports, and accommodations for students who need them.

Be sure staff have the current version of the guide.

ACCESSIBILITY GUIDE
Wisconsin Forward Exam

Spring 2023

Public Instruction

http://dpi.wi.gov/assessment/forward/accommodations

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Text-to-Speech (TTS) Universal Tool

TTS is now a universal tool available to all students taking the Forward Exam.

TTS allows the student to listen to a computer voice reading test content provided on the screen. This includes words and numbers, test directions, questions, answer choices, and other information which may be replayed as necessary.

New!

Page 6, Accessibility Guide

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Text-to-Speech (TTS) Continued

- TTS will not read the passages in the ELA Reading Session.

- TTS will not automatically play, which allows a student to decide if they want to use the feature. TTS must be enabled by clicking the play button for each item.

- All students will now need headphones during testing unless tested individually in a separate setting.
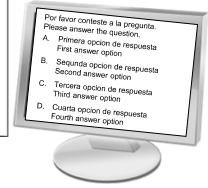
New!

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Stacked Translation TTS **New!**

Stacked translation (Spanish) presents students with a complete Spanish translation of all test content together with the original English text.

Stacked translation (Spanish) now has two options available to students:

- **English Text-to-Speech (TTS)** - The computer (TTS) will ONLY read the English content on the exam to the student.
- **Spanish Text-to-Speech (TTS)** - The computer (TTS) will ONLY read the Spanish content on the exam to the student.

Por favor conteste a la pregunta.
Please answer the question.
A. Primera opcion de respuesta
First answer option
B. Segunda opcion de respuesta
Second answer option
C. Tercera opcion de respuesta
Third answer option
D. Cuarta opcion de respuesta
Fourth answer option

Pages 9-10, Accessibility Guide

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Magnifier Tool (Zoom) *Updated!*

The Magnifier universal tool (Zoom) is now able to magnify/enlarge the entire screen, including all text, images, and objects, up to **400%** (previously 150-200%) for better viewing.

Page 4, Accessibility Guide

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Student Preparation

- Students may perform better and with less anxiety if they are familiar with the format of the test.

- Test preparation is only useful to the extent that it is also teaching content area knowledge and skills.

- It is very important to ensure that teachers are teaching to the standards and not to the test, as teaching to the test narrows the focus of instruction to only that content covered by the test.
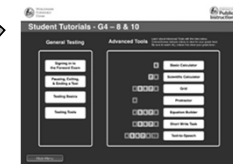
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Student Tutorials *Updated!*

All students should have the opportunity to view the tutorials (preferably before working in the Online Tools Training).

Broken out by grade with targeted grade 3 videos available

https://dpi.wi.gov/assessment/forward/sample-items

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Forward Exam Practice Test

https://dpi.wi.gov/assessment/forward/sample-items
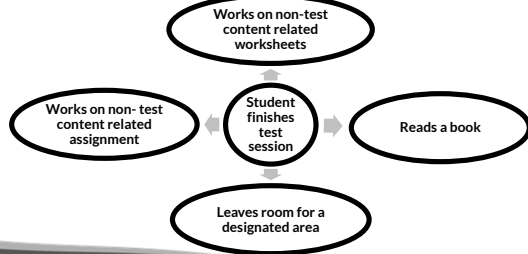
- **ALL students should have the opportunity to use the Forward Exam Practice Test.**
- A hands-on preview of the question types and content included in the Forward Exam
- Available by content area and grade level (accessibility forms including translations, VSL– also available)
- Not scored
- Not for practicing content or to see how well students will perform on the Forward Exam
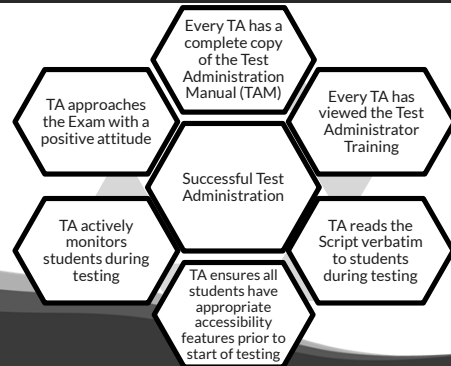
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Room Procedures for After Testing

Establish procedures to maintain a quiet testing environment as some students will finish more quickly than others and will need something (not on an electronic device) to quietly occupy them.

```
                    Works on non-test
                    content related
                    worksheets
                         ↑
Works on non- test    Student      Reads a book
content related   →  finishes test  →
assignment            session
                         ↓
                    Leaves room for a
                    designated area
```

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Test Administration

```
                Every TA has a
                complete copy
                of the Test
                Administration
TA approaches   Manual (TAM)    Every TA has
the Exam with a                 viewed the Test
positive attitude               Administrator
                                Training
                Successful Test
                Administration
TA actively                     TA reads the
monitors                        Script verbatim
students during   TA ensures all to students
testing           students have  during testing
                  appropriate
                  accessibility
                  features prior to
                  start of testing
```

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Create a Positive Atmosphere

Help students approach testing in a relaxed, positive way. **Your attitude toward the test will affect the student's attitude toward the test.**

- Reassure students they will have ample time to do their best as the Forward Exam is an untimed test.

- Emphasize that scores will not affect their grades, it is only to find out which skills they are doing well in, and which need development, so it is important they try their best.

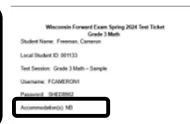- Encourage students to attempt all items.

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Test Tickets

Each student has one username/password per content area
The same ticket is good for all test sessions within that content area.

Distribute the appropriate Test Ticket to the correct Student	Wisconsin Forward Exam Spring 2024 Test Ticket Grade 3 Math / Student Name: Freeman, Cameron / Local Student ID: 301133 / Test Session: Grade 3 Math – Sample / Username: FCAMERON1 / Password: SHEDXB02 / Accommodation(s): N0	**Confirm that the accessibility features added are appropriately assigned.**
Ask Students to check the name on their ticket to ensure they have the correct ticket.	**Count the number of tickets passed out at the start of testing period and be sure to collect the same number at the end.**	**Accessibility feature must be listed next to "accommodation" for the student prior to logging in to the test.**

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DRC INSIGHT Secure Application

- Secure Web Browser Application used for Students taking the Forward Exam

- Must be installed on each testing device

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Test Administration Script

TAs must the read directly from the script when administering the test.

Script #1
- Must be used for at least the first test session given.
- Provides a detailed run through of all directions for students as they begin the Forward Exam.
- Must be read verbatim.

Script #2
- May be used if you are resuming the test and students have already heard the detailed instructions from Script #1 at least once.
- Must be read verbatim.

IMPORTANT – Check Accessibility Features
- While students are reading the directions to themselves you need to check with each student to confirm that they have the accessibility features needed.
- Students using TTS should be able to hear the computer voice and may need the speed and volume adjusted.
- Students who need VSL or Spanish Stacked Translation should see those features in the directions.
- Students who need color or contrast adjusted may need you to help them.
- Students should only click the "begin test" button after you have confirmed they have the necessary accessibility features.

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Monitor Testing

TAs must monitor student testing.

- Circulate around the room
- Ensure students are progressing through the test
- Redirect students who have lost focus
- Ensure no unauthorized electronics are being used

TAs must report test security violations immediately.

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What type of Assistance is Permitted?

- Be sure students understand the test directions prior to testing and how to work in the online system.
- Assist them with the test taking mechanics but be careful not to inadvertently give hints or clues that indicate an answer or eliminate answer choices.
- You may read an occasional word for a student, if asked, as long as it is not part of ELA reading passages.
- Remind students to check their test for any items marked for review or not attempted prior to taking a long break or logging out for the day. (Proctors must not check student answers. This would be considered a security violation.)

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Upcoming Educator Involvement Opportunities

Item Review
In the Summer 2024, Wisconsin educators review all new test questions created for the exam for content, grade level appropriateness, alignment to correct standard, cultural inclusivity, and bias/sensitivity issues prior to placement on the exam.

https://dpi.wi.gov/assessment/forward/educator-involvement

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DRC Contact Information

Wisconsin Forward Help Desk

800-459-6530

WIHelpDesk@datarecognitioncorp.com

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DPI Contact Information

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If you are not receiving the assistance you need from the DRC Help Desk - please contact DPI - (Alison or Jennifer) so we may help get your situation resolved.

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Questions?

Please send questions you may have after viewing this video to Alison or Jennifer, or to osamail@dpi.wi.gov

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