

Wisconsin Forward Exam District and School Assessment Coordinator (DAC/SAC) Training 2020 Updates/Reminders





Agenda

- Key Dates
- Confidentiality Agreements
- Accessibility Guide
- TTS vs. Read Aloud...Support vs. Accommodation
- Staff Preparation

- Test Administrator Training
- Updated TDA and new resources
- Test Times/Sessions
- COS
- Unlock/Purge
- Reporting



2020 Key Dates

<http://dpi.wi.gov/assessment/forward/calendar>

Event	Date
Accessibility Guide available	August 21, 2019
DRC INSIGHT Portal (eDIRECT) Guide available	January 13, 2020
DAC Update Training- Recorded Presentation	January 13, 2020
NEW DAC Training- Recorded Presentation	January 13, 2020
Test Administrator Training- Recorded Presentation	January 13, 2020
Student and Administrator Tutorials available	January 13, 2020
Online Tools Training available	January 13, 2020
DPI Pulls Roster Data from WISEdata to Upload to the DRC INSIGHT Portal	January 22, 2020
Optional Add Accessibility Features Window in the DRC INSIGHT Portal	February 17 – 28, 2020
Assign Individual Student Designated accessibility features in the DRC INSIGHT Portal	March 9, 2020
Access to the DRC INSIGHT Portal Test Sessions and Individual Student Information	March 9, 2020
Forward Exam Testing Window	March 23 – May 1, 2020
User's Guide to Interpreting Results available	TBD
Individual Student Reports (ISRs) and Summary Data available in the DRC INSIGHT Portal	TBD
Hard copies of Individual Student Reports (ISRs) sent to districts	TBD
Public Reports available in WISEdash	TBD



Confidentiality Agreements

Reminder

DPI

DAC - Send only the DAC signed form to DPI
 (DAC retains the SAC, DTC forms and any other district level forms)

SAC - Send SAC signed form to DAC
 (SAC forms retained at the district level)

Proctor, TA, STC, and any school staff involved in the testing process - Send signed forms to the SAC

Forms available at:
<http://dpi.wi.gov/assessment/forward/security>

Accessibility Guide

Reminder

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 to review the current guide completely with staff.

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

TTS vs. Read Aloud

Designated Support vs. Accommodation

Reminder

TTS Designated Support	Read Aloud Designated Support	Read Aloud Accommodation
Available for all content areas	Available for all content areas	Only available for ELA
Read by the computer	Read by a human reader	Read by human reader
As reading ability is being tested in ELA session 4, it will not read the reading passages in that session.	As reading ability is being tested in ELA session 4, it will not read the reading passages in that session.	In addition to reading all directions, questions and answer choices, it will allow the reading of the reading passages in ELA session 4
May be provided to any student with a documented need including those with and IEP or 504 plan.	May be provided to any student with a documented need including those with and IEP or 504 plan.	May only be provided to a student with visual impairments who is learning braille but not yet proficient and whose need is documented in an IEP or 504 plan, with prior approval from DPI via request form.
Should be used for the majority of students requiring text content read to them for standardization purposes.	Should only be used by students who have difficulties with the computer voice such as students with autism, hearing difficulties, etc.	

Staff Preparation Reminder

DACs/SACs are responsible for training all staff in the policies and procedures of:

- Test Administration
- Accessibility
- Test Security



Required Resources/Trainings by Role

DACs/SACs	DTCs/STCs	Test Administrators/ Educators
<ul style="list-style-type: none"> • DAC/SAC Training • Test Administration Manual • Accessibility Guide • Test Administrator Training Video • Test Security Manual • The DRC INSIGHT Portal Guide • DAC/SAC Checklists • User's Guide to Interpreting Results 	<ul style="list-style-type: none"> • DTC Technology Training • Technology User Guide • Technology Readiness Resources 	<ul style="list-style-type: none"> • Test Administration Manual • Test Administrator Training Video • Test Security Manual • Accessibility Guide • Administrator Tutorials on how to use the embedded accessibility features

Reminder



Suggested Additional Resources/Trainings

DACs/SACs	DTCs/STCs	Test Administrators/ Educators
<ul style="list-style-type: none"> • Administrator Tutorials • Accessibility Training Video • Test Security Video • Forward Exam FAQ • Prior to Testing Checklist • Q&A Webinars 	<ul style="list-style-type: none"> • Q&A Webinars • Technology Readiness Resources 	<ul style="list-style-type: none"> • Test Security Video • Accessibility Training Video • TDA Resources • User's Guide to Interpreting Results

Reminder



Student Preparation Reminder

Student Tutorials + Online Tools Training + Item Samplers = Test Prep

Test Prep

- Familiarity
- Less Anxiety

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.

Text-Dependent Analysis (TDA)

ELA Session 1 - TDA

- Requires students to use their best writing skills to form an essay.
- Within the essay, the student must respond to a question (the TDA prompt) and support their answer (claims, opinions, ideas) using evidence from the passage(s) read.
- Allows students to demonstrate their ability to interpret the meaning behind the passage by writing an analysis and providing supporting evidence.
- Student responses are scored on both composition and conventions.

Reminder

Text-Dependent Analysis (TDA) Sampler UPDATED!

- Updated for 2019-20
- This document contains samples of TDA test questions, stimulus passages, and student responses.
- Now by grade level
- Additional passages, prompts, and student samples.

<http://dpi.wi.gov/assessment/forward/sample-items>

Additional TDA Resources

- TDA Rubric
- How to Organize a TDA Response
- TDA Fact Sheet
- TDA FAQ
- Tips for Writing a TDA
- TDA Presentation for Educators
- Writer's Checklist



Forward Exam Test Window

March 23 – May 1, 2020

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



Suggested Testing Times

Reminder

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 the Forward Exam. It is important to remember that students may take more time or less time to complete the test based on effort and ability levels.

Forward Estimated Testing Times (in minutes)				
Grade Level	ELA	Mathematics	Science	Social Studies
3	130	90	NA	NA
4	130	90	105	70
5	130	90	NA	NA
6	130	105	NA	NA
7	130	105	NA	NA
8	130	115	105	70
10	NA	NA	NA	70

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



Creating a Test Schedule

Reminder

Timing

- Do not wait until the last week or two of the window to schedule your testing for all of your students (this time should be used for make-ups, new students, technology issues, etc.)
- There are zero Extensions of the six week window

Back-up Plan

- It is strongly recommended that districts have a back-up plan for students and educators if a situation occurs.
- Removing students from a testing situation that is not functioning and returning them to their regular schedule is recommended to keep frustration levels low.
- Build days into your testing schedule for these situations

Make-ups

- Every attempt should be made to administer make-up tests to students who miss one or more of the scheduled test sessions.
- This includes ensuring any student who moves into your district during the six week window is tested.

Central Office Services (COS)

COS is made up of:

- Central Office Service Configurations
- Central Office Service Device (COS-SD)
 - Content Management Hosting Services
 - Delivers test content to student testing devices
 - Usually installed on a central server or dedicated machine

<https://dpi.wi.gov/assessment/forward/technology>

Reminder

Extended Retry

Reminder

If there is a connectivity issue (usually on an internal network – WiFi these days) INSIGHT will:

- Tries to immediately reconnect while the student is testing
- If unable to reconnect, this warning will pop-up on the student's screen, and INSIGHT will continue to try to reconnect for up to 5 minutes.
- You have two options: 1) let it try to reconnect, or 2) exit the test and have the student log in and resume testing later (or at a different station) where they left off.



Extended Retry (continued)

If you choose to wait and there is no reconnection within that 5 minutes you will receive an error message as shown below.

At this point you will need to click ok and the student will be able to log in at another time (or at a different station if it is not a school wide issue) to continue testing where they left off.



Reminder



Managing Users in the DRC INSIGHT Portal

Roles and Permissions	Security	Access
<ul style="list-style-type: none"> Each role is assigned a specific set of permissions Do not add to the preset set of permissions Role and Permission matrix is available in the DRC INSIGHT Portal (eDIRECT) Guide Only one DAC is permitted per district Only 1-2 assistant to the DAC permitted if needed per district. Only DACs, Assistant to DACs, and SACs have permissions to add accessibility features. 	<ul style="list-style-type: none"> Each role is given a set of permissions for security purposes Each role has a different level of access to student level data for security purposes It is essential you assign the correct staff person and their role to the correct permissions (see matrix in the DRC INSIGHT Portal guide) 	<ul style="list-style-type: none"> DACs add district-level users and SACs to the DRC INSIGHT Portal SACs add school-level users to the DRC INSIGHT Portal If there is not SAC the DAC (or Assistant to DAC) is responsible for adding all users. DACs were given 2020 access to the DRC INSIGHT Portal in early November

Step-by-step instructions are available in *the DRC INSIGHT Portal Guide* at <https://dpi.wi.gov/assessment/forward/resources>

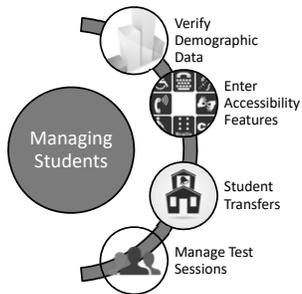


User Roles and Permissions Matrix

Menu Item	Permission Name	Role/Permission Set							
		DAC	DTC Assistant To DAC	District Report User	SAC	STC	TA	School Report User	
Report Delivery	View District Status Reports and District Files	x	x	x					
	Download district /school reports, View School Files	x	x	x	x			x	
Student Management	Add/Edit/Upload Students, edit demographics and add accessibility options	x	x		x				
	Download Students	x	x	x	x			x	
	Search/View Students	x	x	x	x			x	
	View Student Status Dashboard	x	x	x	x			x	
Test Management	Student Transfers	x	x						
	Test Session - Add/Edit/Delete	x	x	x	x				
	Search/View Test Sessions and view testing status summary information, View Questions Attempted	x	x	x	x			x	
	Invalidate/Unlock Tests	x							
User Management	View/Print Test Tickets		x		x			x	
	Add/Edit/Invalidate Users	x			x				



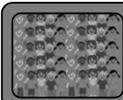
Managing Students in the DRC INSIGHT Portal



Step-by-step instructions are available in *the DRC INSIGHT Portal Guide* at <https://dpi.wi.gov/assessment/forward/resources>



Adding Accessibility Features



Optional Add Accessibility Features Window

Two week window (February 17-28)
Allows districts to enter accessibility features for multiple students at once using the multiple student upload (MSU) process



Individual Student-by-Student Basis

Begins March 9
Features may be entered right up until tickets are printed



Mass-assign Functionality in the DRC INSIGHT Portal

Assign a common accessibility feature (TTS or Color Contrast) at one time for multiple students



Test Sessions

March 2-6

DRC will automatically put all students into grade level test sessions by school



March 9

DACs may begin to make changes to test sessions, create different test sessions, and manually add any new students to test sessions.

Districts must NOT create test sessions prior to March 9.



Not-Tested Codes (NTCs)

Reminder

Participation

Is a requirement for students in tested grades

- All students in grades 3-8 and 10 need to participate in appropriate content area exams (Forward or DLM)
- Students that are not able to be tested must have a NTC entered in the DRC INSIGHT Portal

NTCs

Information in the DRC INSIGHT Portal Guide and TAM

- List of NTCs, their description, and information about appropriate use of each
- Students must be in a session to apply or view NTC
- Step-by-step instructions for apply NTCs

DLM

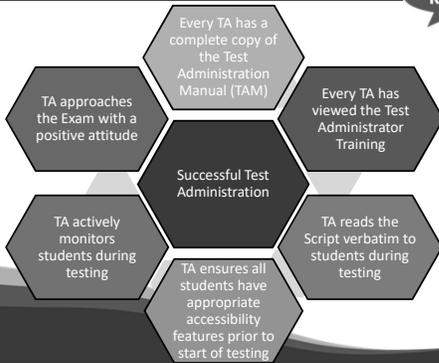
Do not delete these students from the DRC INSIGHT Portal

- Students taking the DLM test must have a NTC code of "ALT" entered in the DRC INSIGHT Portal.
- If a student taking DLM is opted out by a parent the NTC code of "PAR" is entered into the DRC INSIGHT Portal instead of "ALT"



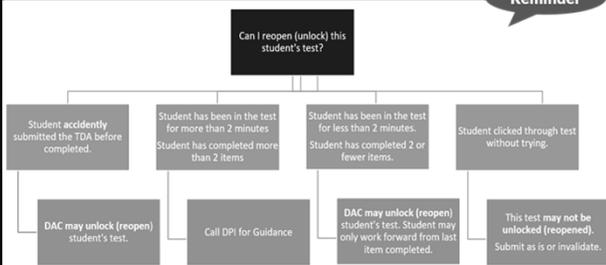
Test Administration

Reminder



Reopen/Unlock a Test

Reminder



See the *DRC INSIGHT Portal Guide* for step-by-step instructions to check the number of items completed and amount of time in test session.



Communicating Data and Results

DACs/SACs are responsible for ensuring all staff know how to read and understand the data and results for the Forward Exam at the level they have access.

Make sure staff know:

- About the *User's Guide to Interpreting Reports* and where to access it.
- The information on the ISR ties back to the standards documents so they are more informed when speaking to parents.



Reminder



DRC Contact Information

Wisconsin Forward Help Desk

800-459-6530

WIHelpDesk@datarecognitioncorp.com



DPI Contact Information

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



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