

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>

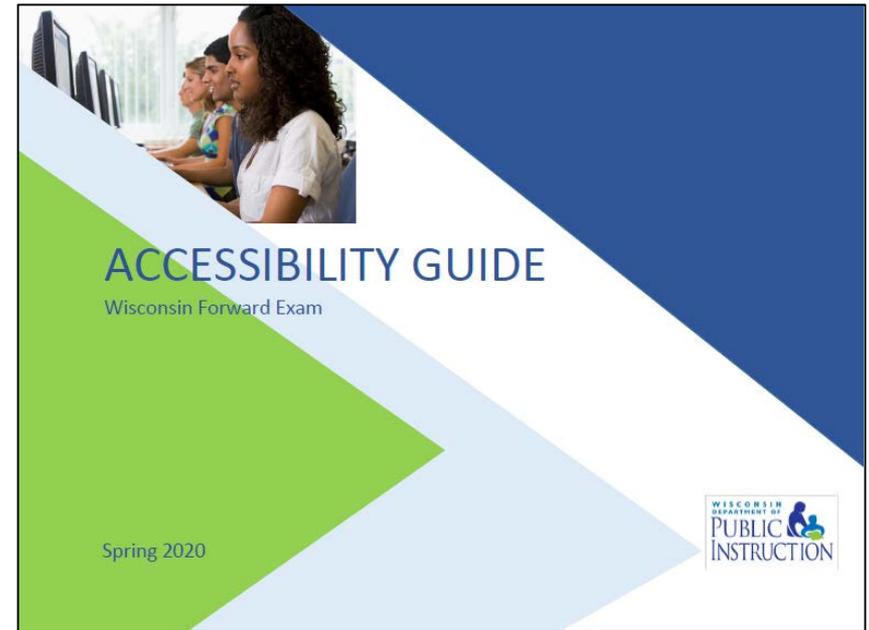


Accessibility Guide

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

Reminder

Designated Support vs. Accommodation

TTS Designated Support

Available for all content areas

Read by the computer

As reading ability is being tested in ELA session 4, it will not read the reading passages in that session.

May be provided to any student with a documented need including those with and IEP or 504 plan.

Should be used for the majority of students requiring text content read to them for standardization purposes.

Read Aloud Designated Support

Available for all content areas

Read by a human reader

As reading ability is being tested in ELA session 4, it will not read the reading passages in that session.

May be provided to any student with a documented need including those with and IEP or 504 plan.

Should only be used by students who have difficulties with the computer voice such as students with autism, hearing difficulties, etc.

Read Aloud Accommodation

Only available for ELA

Read by human reader

In addition to reading all directions, questions and answer choices, it will allow the reading of the reading passages in ELA session 4

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.

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

- 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

DTCs/STCs

- DTC Technology Training
- Technology User Guide
- Technology Readiness Resources

Test Administrators/ Educators

- 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

- Administrator Tutorials
- Accessibility Training Video
- Test Security Video
- Forward Exam FAQ
- Prior to Testing Checklist
- Q&A Webinars

DTCs/STCs

- Q&A Webinars
- Technology Readiness Resources

Test Administrators/ Educators

- 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

- 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

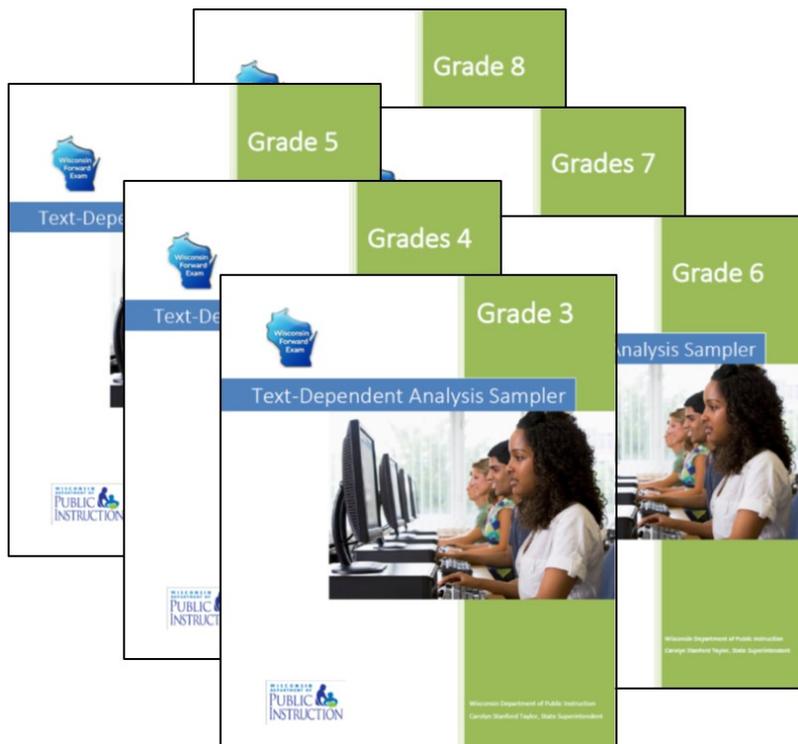
- Requires students to use their best writing skills to form an essay.
- Within the essay, the student must respond to a question (the TDA prompt) and support their answer (claims, opinions, ideas) using evidence from the passage(s) read.
- Allows students to demonstrate their ability to interpret the 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

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

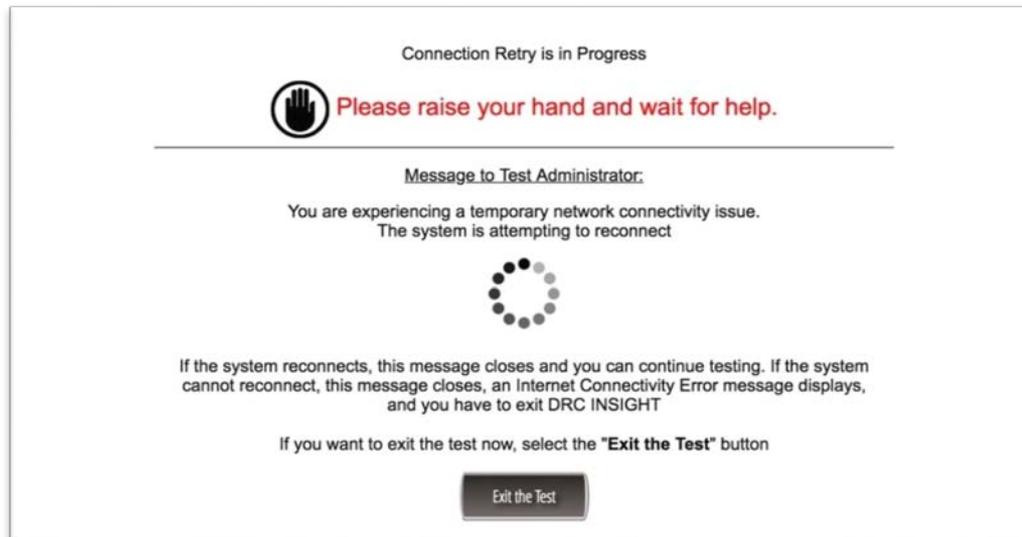


Extended Retry

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

- 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.**

Security

- 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)

Access

- 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>

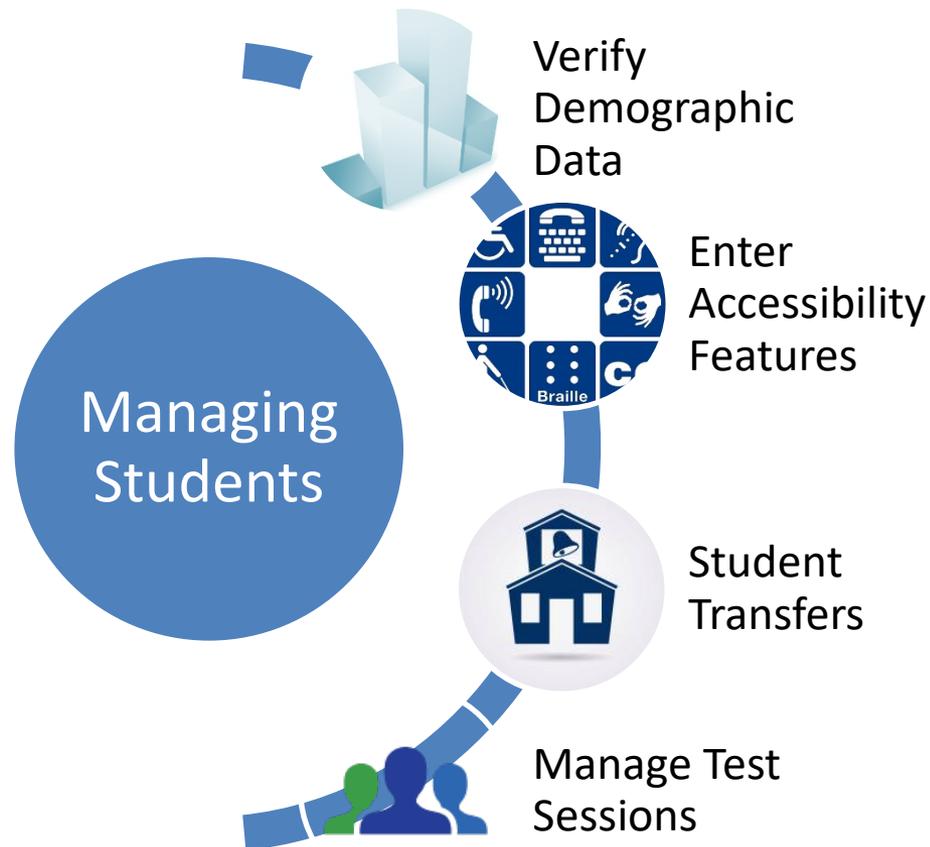


User Roles and Permissions Matrix

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	x
	View Student Status Dashboard	x	x	x		x		x	
	Student Transfers	x		x					
Test Management	Test Session - Add/Edit/Delete	x		x		x			
	Search/View Test Sessions and view testing status summary information, View Questions Attempted	x		x	x	x		x	x
	Invalidate/Unlock Tests	x							
	View/Print Test Tickets	x		x		x		x	
User Management	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

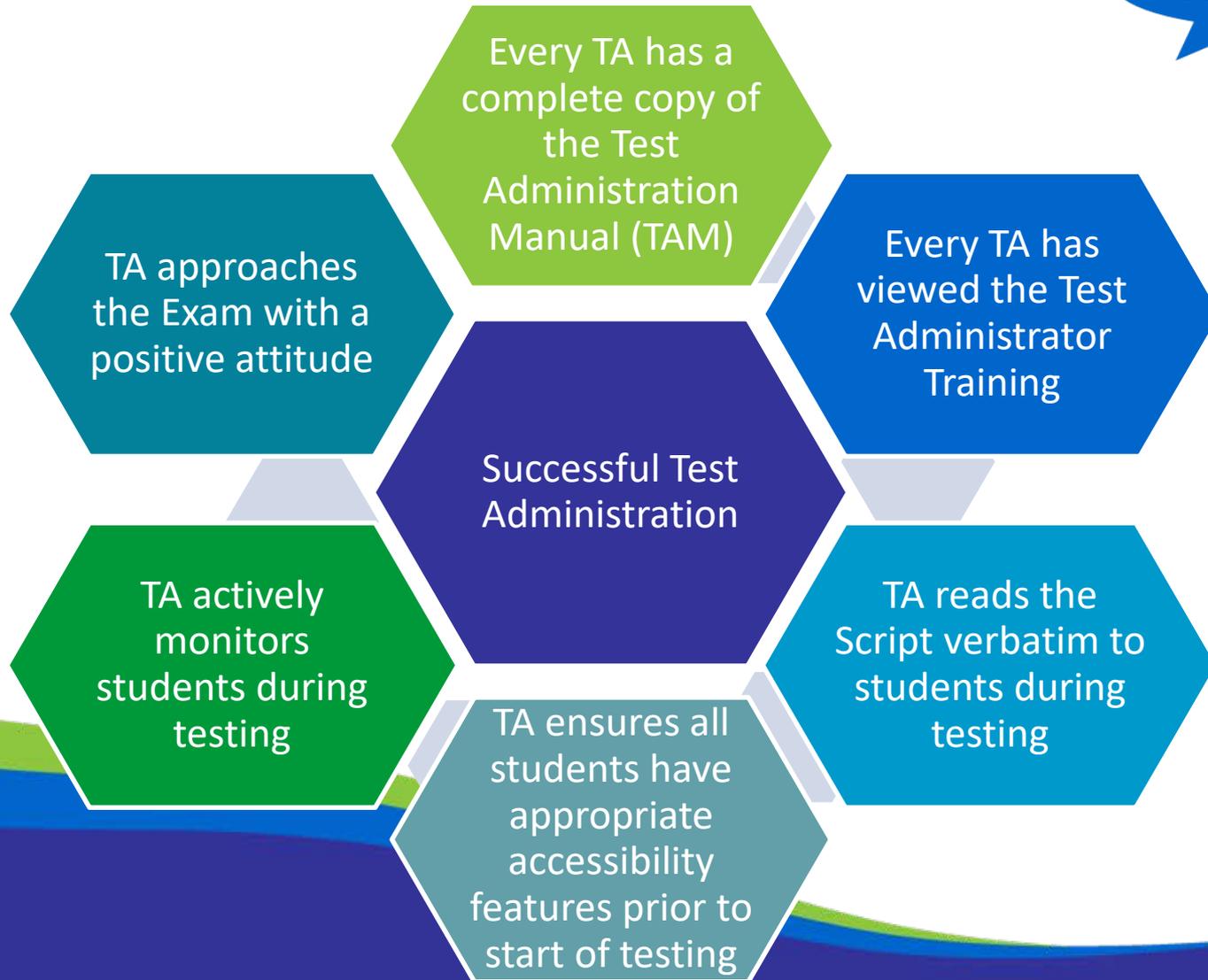
Do not delete these students from the DRC INSIGHT Portal

- 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

Can I reopen (unlock) this student's test?

Student **accidentally** submitted the TDA before completed.

DAC may unlock (reopen) student's test.

Student has been in the test for more than 2 minutes
Student has completed more than 2 items

Call DPI for Guidance

Student has been in the test for less than 2 minutes.
Student has completed 2 or fewer items.

DAC may unlock (reopen) student's test. Student may only work forward from last item completed.

Student clicked through test without trying.

This test may not be unlocked (reopened).
Submit as is or invalidate.

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.



Purging a Test

Reminder

The DAC must contact DPI about a purge.

- Only DPI can give approval to DRC to purge a student test.
- Purging the test deletes all previous responses (in all sessions of that content area) and assigns a new password.

If a student started a test without the proper accessibility feature, possible options may include:

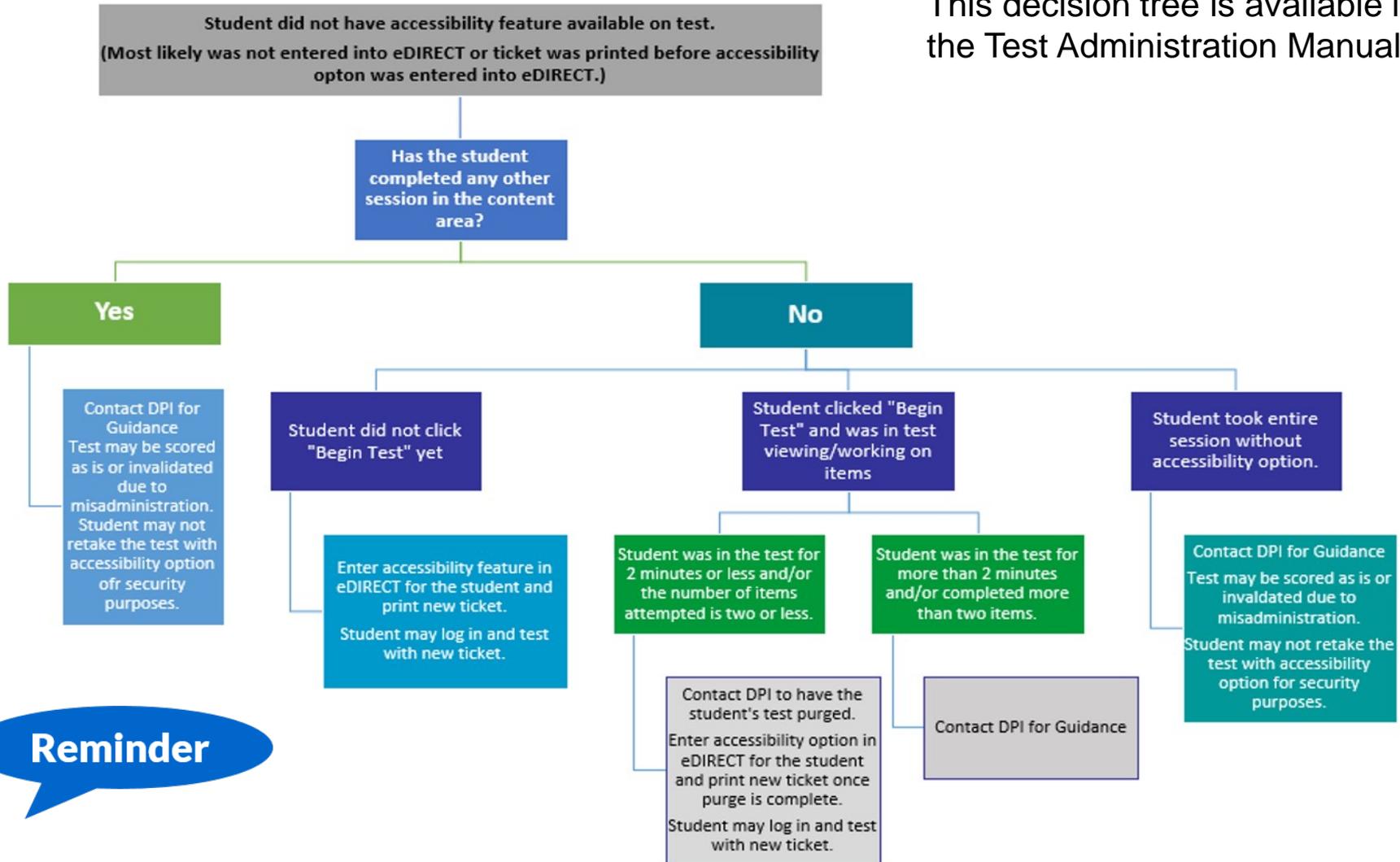
- Invalidate - due to misadministration
- Score as is
- Purge

A test may only be purged if a student has completed two or fewer items in only one session of a content area and the duration of the test is two minutes or less.



Student Started Test Without Appropriate Accessibility Feature

This decision tree is available in the Test Administration Manual.



Invalidation

Reminder

Invalidations Performed Due to:

- Test Security violations/irregularities
- Student used inappropriate accessibility feature/was not provided assigned feature
- Student deliberately does not attempt to respond to questions (there is no option to reopen in this scenario, retesting is not permitted)

Results of Invalidation:

- Entire content area will be invalidated and not scored (ex. all of ELA, not just 1 session within ELA)
- DAC must enter non-tested code of “INV” in the DRC INSIGHT Portal for affected content area(s)
- Student will count as a non-test participant for that content area

A Test Security Incident Report Form must also be completed and submitted to DPI.



Ensure Testing is Complete, Data are Accurate

Reminder

Status Reports

* Indicates required fields

Administration

Wisconsin Forward Exam Spi *

District

(All)

School

(All)

Reports		
Title ▲	Description ▲	Action
Daily Cumulative Student Status Report	Displays all students in a test session, regardless of whether they have started the test session or not. Shows the test status for each student, including start and submit times, the ticket status, assigned accommodations and has a comment field.	
Daily Student Status Report	Displays each student that logs into a test. Shows the test start and submit times, test ticket status and has a comment field. This report does not contain any cumulative test activity for the student.	
Daily School Resets Report	Displays information about schools that have unusual reset/unlock activity.	
Daily Student Resets Report	Displays information about students that have unusual reset/unlock activity.	
Daily Excessive Logins Report	Displays information about students with unusual login activity. Shows the number of times the student logged in, as well the cumulative result of all attempted logins by the student.	
Daily State Summary of Test Times Report	Displays the duration in which students completed the test. This report shows district-wide data for each grade and content area.	
Weekly District Report	Displays the number of tests started and ended at a district level for each week of testing.	
Daily District Report of Testing Status by School	Displays the number of tests started and ended for a district and school, or a grade and subject level.	



End of Testing Survey

Forward Exam After Testing Survey - 2019-20

This survey is designed to gather feedback from public and choice schools about the 2019 Forward Exam Test Administration. This includes experiences with eDIRECT, INSIGHT, resources, trainings, the DRC Help Desk, and more. We welcome feedback from district or school personnel that interacted with the Forward Exam in any way such as Assessment Coordinators, Technology Coordinators, and Test Administrators/Proctors. Please help us improve your testing experience by completing this survey by May 8, 2020.

Please note there is a separate survey for private schools/districts (non-choice).

NEXT

Never submit passwords through Google Forms.

This form was created inside of Wisconsin Department of Public Instruction. [Report Abuse](#)

Google Forms

Reminder

- DPI looks at all of the surveys and reads each and every comment!
- We appreciate your comments/feedback and make changes where able.
- Survey open March 30-May 8
- Should be completed as soon as you finish testing
- All staff involved in testing should complete survey (TAs, DACs, SACs, DTC, STCs)
- Link to survey will be in the DAC Digest (be sure to send link to all staff)



Forward Exam Reports

Reminder

WISCONSIN Forward Exam Student Report

Student Name: Student Name, Student Name
Grade: 8
Date of Birth: XXXX/XXXX
Local Student ID: 1234567890
School: Wisconsin School
District: Wisconsin District
Test Date: Spring 2018

	Student Performance Level				
	Below Basic	Basic	Proficient	Advanced	State Percentile Rank
English Language Arts Grades 3-8			✓		99
Mathematics Grades 3-8				✓	99
Science Grades 4 & 8			✓		99
Social Studies Grades 3-8			✓		99

About the Wisconsin Forward Exam
English Language Arts, Science and Social Studies
The Wisconsin Forward Exam (WFE) assesses students in grades 3-8 on the (ELA) and Math, and Social Studies. Wisconsin Forward Exam Academic State Wisconsin Forward Exam's <http://dpi.wisconsin.gov>

Purpose of the Report

Reports

- Electronic Reports
- Individual Student Reports (ISRs)
- Rosters
- Summary Reports
- Hard Copy Individual Student Reports (ISRs)

User's Guide to Interpreting Reports

Wisconsin Forward Exam

Spring 2018
Wisconsin Department of Public Instruction
Version 1.0 | June 22, 2018

Resources

- User's Guide to Interpreting Reports
- Handout – “What is an ISR?”
- Sample Parent/Guardian ISR Cover Letter

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

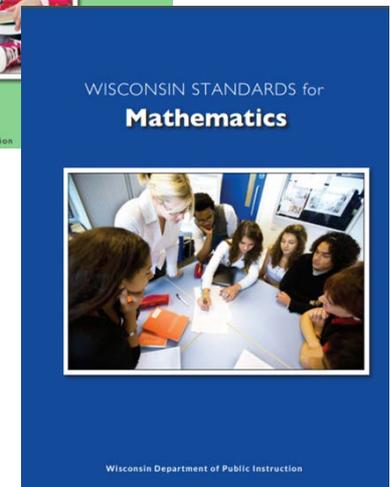


Communicating Data and Results

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

Alison O'Hara

Forward Exam Program Manager

alison.ohara@dpi.wi.gov

608-266-5182

Jennifer Teasdale

Forward Exam

Education Program Specialist

jennifer.teasdale@dpi.wi.gov

608-266-5193

Phil Cranley

Data, Student Demographics, and Privacy Issues

philip.cranley@dpi.wi.gov

608-266-9798

Duane Dorn

Test Security and Choice students

duane.dorn@dpi.wi.gov

608-267-1069

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



QUESTIONS?

