

# Wisconsin Forward Exam Test Administrator/Proctor Training

Spring 2021



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## Agenda

- Overview
- Test Administrator Role and Responsibilities
- Preparation for the Forward Exam
- Test Security
- Accessibility
- Student Preparation
- Preparing the Test Environment
- Test Administration
- After Testing



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## Overview

- Forward Exam Background
- 2021 Strategies and Considerations
- COVID-19 Updates
- Changes for 2021
- Key Dates
- Graphic Overview
- Test Times



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## Forward Exam Background

The Forward Exam is a summative assessment designed to gauge how well students are doing in relation to the Wisconsin Academic Standards.

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

The Wisconsin Academic Standards outline what students should know and be able to do in order to be college and career ready.

<http://dpi.wi.gov/standards>



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## 2021 Strategies and Considerations

Strategies and Considerations for In-Person Assessment During a Pandemic:

- Test participation and scheduling
- Preparing the school and testing environment
- Technology considerations
- Staff, student, and family preparation
- Health screening
- Materials preparation
- Transportation

Available at <https://dpi.wi.gov/assessment/dac/resources#2021>



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## COVID-19 Updates

DPI COVID-19 Webpages

- The main DPI COVID-19 page contains COVID-19 information for schools beyond assessment and accountability is available at <https://dpi.wi.gov/ssp/2019-novel-coronavirus>
- Accountability COVID-19 related updates and resources are available at <https://dpi.wi.gov/accountability/covid-19>
- Assessment COVID-19 related updates and resources are available at <https://dpi.wi.gov/assessment/COVID-19>



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## Changes for 2021

The Forward Exam test window is extended to May 14, to allow districts time to safely assess all students.

DPI and Data Recognition Corporation (DRC) have implemented two one-year adjustments to shorten testing times for the 2021 administration. These changes will reduce testing times by a minimum of 70-80 minutes depending on grade level.

- Field test items from the English language arts (ELA), mathematics, and science subject areas have been removed.
- The Text Dependent Analysis (TDA) item, which is "the long write" of the ELA subject area has been removed.



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## Forward Exam Test Window

March 22 – May 14, 2021

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



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## 2021 Key Dates

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

Event	Date
Accessibility Guide available	August 11, 2020
Test Administrator Training- Recorded Presentation	January 12, 2021
Student Tutorials available	January 12, 2021
Administrator Tutorials available	January 12, 2021
Online Tools Training available	Year-Round Availability
Optional Add Accessibility Features Window in the DRC INSIGHT Portal	February 15-26, 2021
Assign Individual Student Designated Supports and Accommodations in the DRC INSIGHT Portal	March 8, 2021
Access to the DRC INSIGHT Portal Test Sessions and Individual Student Information	March 8, 2021
Forward Exam Testing Window	March 22 – May 14, 2021
User's Guide to Interpreting Results available	June 11
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



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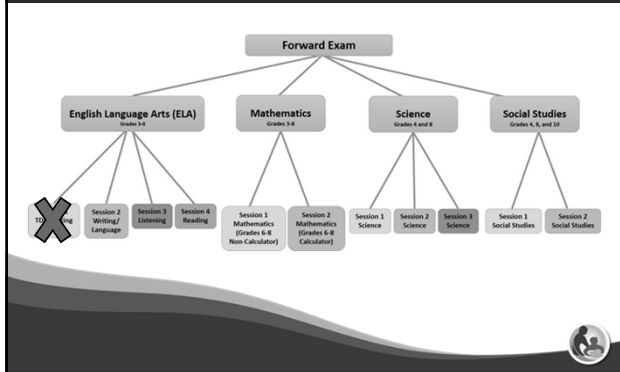
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## Forward Exam Graphic Overview




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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.

Grade Level	ELA	Mathematics	Science	Social Studies
3	130 70	90 80	NA	NA
4	130 70	90 80	105 90	70
5	130 70	90 80	NA	NA
6	130 70	105 95	NA	NA
7	130 70	105 95	NA	NA
8	130 70	115 105	105 90	70
10	NA	NA	NA	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	Ensure students who have been assigned accessibility features have them prior to starting their exams	Prepare the students and physical testing environment
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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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# Teacher Preparation for the Forward Exam

- Forward Webpage Overview
- Resources and Trainings
- Test Administrator Training
- Administrator Tutorials



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# Forward Webpage Overview

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

- Forward Exam
- Calendar
- Resources
- Trainings
- Accommodations and Supports
- Practice Tests/Sample Items
- Test Security
- Data and Results
- FAQ
- Educator Involvement
- Technology Requirements & Resources



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## Resources/Trainings

### Required Resources/Trainings

- Test Administration Manual
- Test Administrator Training Video
- Test Security Manual
- Accessibility Guide
- Administrator Tutorials on how to use the embedded accessibility features

### Additional Useful Resources/Trainings

- Test Security Video
- Accessibility Training Video
- TDA Resources
- User's Guide to Interpreting Results
- Strategies and Considerations for In-Person Assessment During a Pandemic

<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 (i.e., 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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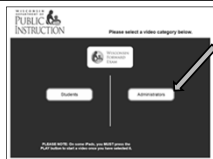
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## Administrator Tutorials

A series of short "how to" videos, including but not limited to:

- How to assign and use student accessibility features
- How to request a student transfer



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



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## Test Security

- What is a test security incident
- How to ensure test security
- How to report a violation
- Consequences of a violation




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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
<ul style="list-style-type: none"> <li>• No one may review, discuss, or analyze test items</li> <li>• Ensure unauthorized staff or adults are not present in the testing environment</li> <li>• Keep test materials in a secure area when not in use</li> <li>• Securely destroy test materials</li> <li>• Ensure no photos/copies of items are taken (by staff or students) at any time for any reason</li> </ul>	<ul style="list-style-type: none"> <li>• Monitor students during testing to ensure they are on task and prohibited materials and devices are not in use</li> <li>• Ensure use of designated supports and accommodations is appropriate</li> <li>• Be aware of test administration, accessibility, and security policies and procedures</li> <li>• Report all test security incidents</li> </ul> 

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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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# Security Violation Consequences

A security violation may result in the invalidation of test results for a student or group of students.



A need to contact the parent to let them know what occurred and that their child will be receiving an Individual Student Report (ISR) with no scores for the affected content area/s (code of INV for invalidate).

Public reporting will reflect all invalidated tests as "not-tested."

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# Accessibility

- Inclusion of all students
- Accessibility resources
- English Learners (EL) Support Decision Tree
- Text-to-Speech (TTS) vs. Read Aloud...Designated Support vs. Accommodation
- Assistive Tech devices
- Accommodated Forms



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## Inclusion of all Students

State and federal laws require that state assessments must allow for the inclusion of all students, including students with disabilities and English learners.

Teachers must provide DACs/SACs with students' accessibility needs for the Forward Exam

Only DACs/SACs have permissions to enter accessibility information into the DRC INSIGHT Portal.

Teachers must ensure students have their appropriate accessibility features prior to clicking the green "begin testing" button



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## Accessibility Resources

- Accessibility Guide
- Accessibility Training Video
- Multiplication Table
- Read Aloud Guidelines
- Scribe Guidelines
- Translator / Interpreter Guidelines
- Word-to-Word Bilingual Dictionary
- EL Supports Decision Tree

Forward Exam Accommodations and Supports webpage:  
<http://dpi.wi.gov/assessment/forward/accommodations>



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## Accessibility Guide

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.



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



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## TTS vs. Read Aloud Designated Support vs. Accommodation

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 the ELA reading comprehension session, it will not read those passages.	As reading ability is being tested in the ELA reading comprehension session, it will not read those passages.	In addition to reading all directions, questions and answer choices, it will allow the reading of the passages in the ELA reading comprehension session
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.	

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## Assistive Technology Devices

Any assistive technology device that is allowable on the Forward Exam and is part of student's IEP or 504 plan for the Forward Exam, should be checked for compatibility with the online testing system prior to the day of testing.

If assistance is needed please contact the DRC helpdesk.




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## Accommodated Test Forms

- A very small number of students will be working from these accommodated test forms (braille, Print-on-demand, listening script)
- There are administration instructions in the Test Administration Manual (TAM) for these forms.
- You must ensure that the test ticket has the accommodation before testing. If the code is not on the test ticket the accommodated form and the online form will not sync-up. This could lead to a test irregularity and misadministration.




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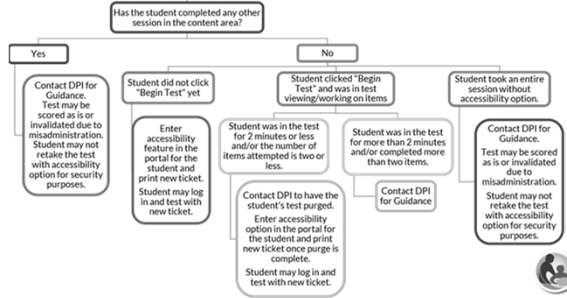
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## Student Started Test Without Appropriate Accessibility Feature

Student did not have accessibility feature available on test. (Most likely was not entered into DRC INSIGHT Portal or ticket was printed before accessibility option was entered into the portal.)

This decision tree is available in the Test Administration Manual.




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## Student Preparation

- Student Preparation
- Student Tutorials
- Online Tools Training
- Item Sampler




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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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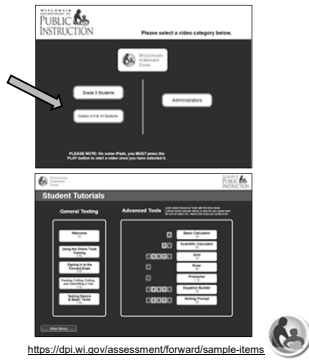
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## Student Tutorials

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.




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## Online Tools Training (OTT)

- **ALL students should have the opportunity to practice with the OTT.**
- A hands-on preview of the item types included in the Forward Exam
- Available by content area and grade level (accessibility forms – translations, VSL, CC, TTS – also available)
- Not scored
- Not for practicing content or to see how well students will perform on the Forward Exam




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## Item Samplers

- The items illustrate a sample of the content and types of items that students will encounter on the Forward Exam.
- Each item identifies the alignment (standard measured), answer key, depth of knowledge, and annotations for each item.



Forward Exam Practice Test and Sample Items webpage:  
<http://dpi.wi.gov/assessment/forward/sample-items>




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## OTT vs. Item Samplers?

### Item Samplers

- Designed to familiarize students, teachers and other interested parties with the kind of content that is tested on the Forward Exam
- Includes a representative sample of items aligned to the Wisconsin Academic Standards

### Online Tools Training

- Designed to familiarize students with the tools, item types, embedded accessibility features, and other functionality of the testing system as used for the Forward Exam.
- Includes examples of each item type



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## Preparing the Testing Environment

- Room set-up
- Room signs
- Room procedures after testing



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## Room Set-up

### Distraction Free Zone

- No noise from outside sources
- No noise from accommodations or supports from other students
- Free from interruptions

### Seating Arrangements

- Students should be seated so that they cannot view the answers of others.
- Consider appropriate spacing, using partitions, privacy screens, and/or placing monitors at angles

### Cover Displayed Information

- Remove or cover displayed information (on desks, walls, bulletin boards, chalkboards, dry-erase boards, etc.) that might be used by students to help answer questions.
- Examples: rubrics, vocabulary charts, word walls, number lines, student work, posters, graphs, maps, charts, etc.



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## Room Signs

Post sign on door



Post sign in testing room



Signs available on the Forward Exam Resources web page 

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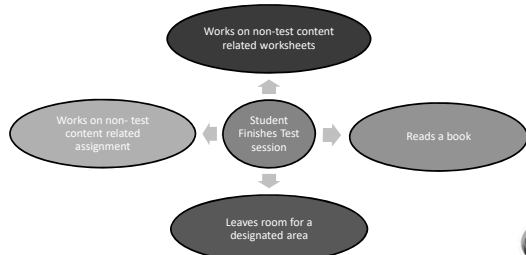
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## Room Procedures After Testing

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



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## Test Administration

- Successful Test Administration
- Create a positive atmosphere
- Beginning testing
- Test tickets
- INSIGHT
- Test Administration Script
- Monitoring testing
- What type of assistance is permitted?
- Make-ups and Back-up Plans
- Reopening tests
- Accessibility feature fix

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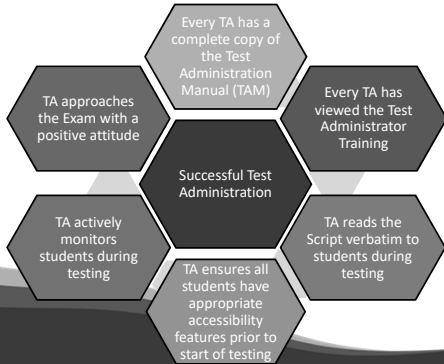
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## Successful Test Administration




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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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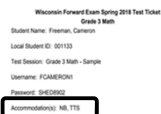
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## Test Tickets

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



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 Browser

- Secure Web Browser or application used for Students taking the Forward Exam
- Must be installed on each testing device



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## Test Administration Script

TAs must 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 the log in and other 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 - Accessibility Check Section of the Script**

- Once students reach the section where they are reading the directions to themselves you need to be sure to go around each student and confirm that they have the accessibility features needed.
- Students who require TTS should be able to hear the computer voice reading the directions. They may also 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 chose or contrast adjusted may need you to help them.
- Only once you have confirmed all student have the necessary accessibility features should you tell students to click the green begin test button.

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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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## Administering Make-ups

- Every attempt should be made to administer make-up tests to students who miss one or more of the scheduled test sessions.
  - Scheduling of make-up sessions must be coordinated with the School Assessment Coordinator (SAC) to eliminate conflicts and ensure that the students will be taking the make-up tests under the same conditions as the other students.
- Students who are absent for one or more sessions should take the remaining session(s) with the rest of the class.
- Make-ups for missed sessions (or for students who need extra time to complete a session) should be scheduled for a later time.
- You may administer more than one grade level and content area in a single make-up session. Ensure each student in the make-up session is read the appropriate test directions for their grade level and content area.



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## Back-up Plans

- Staff availability
- School closures
- Student and staff illness during testing
- Technical Issues-Removing students from a testing situation that is not functioning and returning them to their regular schedule until the situation is resolved is recommended to keep everyone's frustration levels low.



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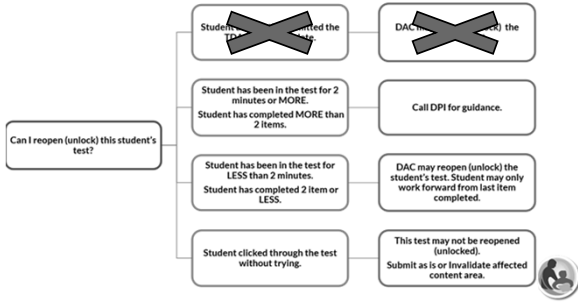
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## Reopen/Unlock a Test

If a test needs to be unlocked, you must contact your DAC/SAC immediately. Below is a chart laying out the rules your DAC must follow.




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## Troubleshooting

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

- Try 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.




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## Troubleshooting

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.




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## After Testing

**But...**  
before the end of the testing window

- Ensure testing is complete
- Destroy secure testing materials
- End of test survey
- Forward Reports
- Connection to the Standards



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## Ensure All Students Have Tested

- Your DAC/SAC will have a record of any students who still need to test or take make-ups.
- Work with your DAC/SAC to be sure those students are tested prior to the end of the testing window.



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## Destroy / Return Test Materials

The Test Administration Manual provides information on returning or destroying secure test materials.

- Braille – return to DAC/SAC to return to DRC
- Print-On-Demand and Listening Scripts – return to DAC/SAC immediately for secure destruction and the DAC/SAC will complete a confirmation of destruction to send to OSA.
- Test Tickets and scratch paper – securely destroy



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## Forward Exam Reports

You have access to resources to help you discuss the Forward Exam Individual Student Reports (ISRs) with families.

### Available Resources

- User's Guide to Interpreting Reports
- Handout – "What is an ISR?"
- Sample Parent/Guardian ISR Cover Letter
- Includes translated resources (Spanish and Hmong)

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



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## Connection to Standards

- The Forward Exam is aligned directly to the Wisconsin Academic Standards
- When talking to parents, you can refer to the grade level standards and show them what a student should be able to do in a particular category of a content area.
- If you have a whole grade level that seems to be struggling with a concept, you can go to that standard and check it against your curriculum to see if you may have gaps that need addressing.



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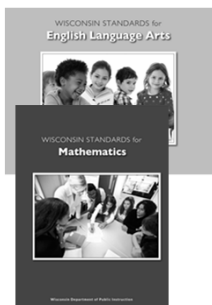
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## Connection to Standards

- The Item Sampler has information for educators about Forward item alignment to standards



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## DRC Contact Information

**Wisconsin Forward Help Desk**

800-459-6530

[WIHelpDesk@datarecognitioncorp.com](mailto:WIHelpDesk@datarecognitioncorp.com)




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## DPI Contact Information

<p><b>Alison O'Hara</b> Forward Exam Program Manager <a href="mailto:alison_ohara@dpi.wi.gov">alison_ohara@dpi.wi.gov</a> 608-266-5182</p>	<p><b>Phil Cranley</b> Data, Student Demographics, and Privacy Issues <a href="mailto:philip.cranley@dpi.wi.gov">philip.cranley@dpi.wi.gov</a> 608-266-9798</p>
<p><b>Jennifer Teasdale</b> Education Program Specialist <a href="mailto:jennifer.teasdale@dpi.wi.gov">jennifer.teasdale@dpi.wi.gov</a> 608-266-5193</p>	<p><b>Duane Dorn</b> Test Security and Choice students <a href="mailto:duane.dorn@dpi.wi.gov">duane.dorn@dpi.wi.gov</a> 608-267-1069</p>

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




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Please send questions you may have after viewing this video to Alison or Jennifer, or to [osamail@dpi.wi.gov](mailto:osamail@dpi.wi.gov)



QUESTIONS?




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