

Wisconsin Forward Exam District/School Assessment Coordinator (DAC/SAC) Training



Agenda

- Overview
- Roles and Responsibilities
- Test Security
- Accessibility
- Staff and Student Preparation
- Establishing a Testing Schedule

- Preparing the Test Environment
- Technology Overview
- Working in the DRC INSIGHT Portal
- Test Administration
- After Testing
- Reporting



Overview

- Forward Exam Background
- Key Dates

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>



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

Roles & Responsibilities

- District and School Roles
- District Assessment Coordinator
- District Technology Coordinator
- School Assessment Coordinator
- School Technology Coordinator
- Test Administrator/Proctor

Roles and Responsibilities

District Roles:

- District Assessment Coordinator (DAC)
- District Technology Coordinator (DTC)

School Roles:

- School Assessment Coordinator (SAC)
- School Technology Coordinator (STC)
- Test Administrator/Proctor (the DRC INSIGHT Portal account not required)

If your district or school does not have an assigned role, the duties fall to the role above it. For example:

- If a school does not have a STC, those duties fall to the DTC.
- If a district does not have a DTC, those duties fall to the DAC.
- If a district does not have SACs, those duties fall to the DAC.



District Assessment Coordinator

DACs coordinate and oversee ALL testing in the district.

Communicate all assessment and accountability information to district and school staff (see communication flow chart available on the [DAC Corner of the Assessment webpages](#))

Ensure staff all are appropriately trained in test administration, accessibility, and security policies and procedures



Ensure student data are correct in the District/School Student Information System (SIS) and pushed to WISEdata by the necessary deadlines

Enter accessibility features into the DRC INSIGHT Portal for students

For a complete list of responsibilities and a DAC “To Do” Checklist go to <http://dpi.wi.gov/assessment/forward/resources>



District Technology Coordinator

DTCs ensure the district is technologically ready for the Forward Exam.



Setup of testing devices and software installation

Setup and verify network configurations

Must be available during testing to troubleshoot and assist district and school staff with any technology related issues that may arise

For a complete list of responsibilities and a DTC “To Do” Checklist go to <http://dpi.wi.gov/assessment/forward/technology>

DTC list

<https://dpi.wi.gov/assessment/dac/dtc-update>



School Assessment Coordinator

SACs manage and oversee all testing in the school and serve as the contact person between the school and the DAC.

Communicate all assessment and accountability information to school staff (see communication flow chart available on the [DAC Corner of the Assessment webpages](#))

Ensure student data are corrected in the Student Information System (SIS) and pushed to WISEdata by the necessary deadlines



Enter accessibility information in the DRC INSIGHT Portal for students.

For a complete list of responsibilities and a SAC “To Do” Checklist go to <http://dpi.wi.gov/assessment/forward/resources>



School Technology Coordinator

STCs ensure the school is technologically ready for the Forward Exam.

Work with the DTC to ensure the school, the network, and all testing devices are set up for testing



Must be available during testing to troubleshoot and assist school staff with any technology related issues that may arise



For a complete list of responsibilities and a “To Do” Checklist go to <http://dpi.wi.gov/assessment/forward/technology>



Test Administrator (TA) /Proctor

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

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>



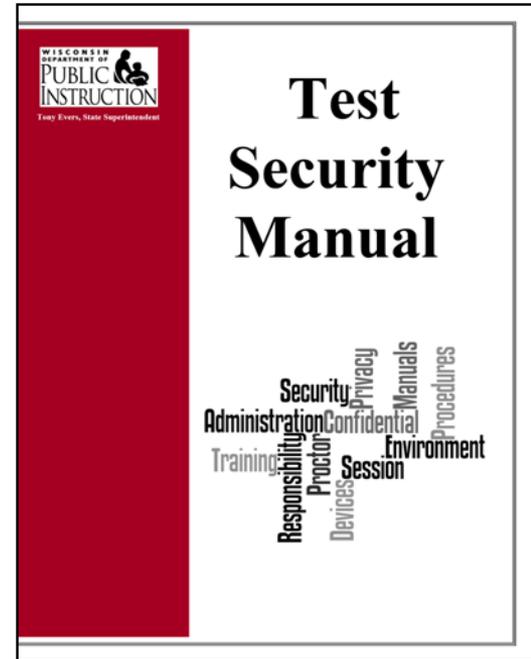
Test Security

- Who is responsible
- Test security resources
- Confidentiality agreements
- What is a test security incident
- How to report a violation
- Consequences of a violation
- How to ensure test security

Test Security Resources

- Test Security Manual
- Test Security Training Presentation (optional)

Forward Exam Test Security webpage:
<http://dpi.wi.gov/assessment/forward/security>



Confidentiality Agreements

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>



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.



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 Student Assessment (OSA) at DPI via an Incident Report Form, available on the Forward Exam Test Security webpage

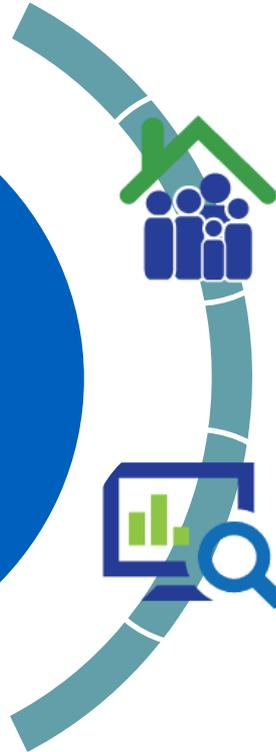
DPI Follows-up on each and every report received.

Depending on the perceived severity of the allegation, the 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.



Security Violation Consequences

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



District needs 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).

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



How to Ensure Test Security

Materials

- No one may review, discuss, or analyze test items
- Ensure unauthorized staff or adults are not present in the testing environment
- Keep test materials in a secure area when not in use
- Securely destroy test materials
- Ensure no photos/copies of items are taken (by staff or students) at any time for any reason

Administration

- Monitor students during testing to ensure they are on task and prohibited materials and devices are not in use
- Ensure use of designated supports and accommodations is appropriate
- Train staff on test administration, accessibility, and security policies and procedures
- Report all test security incidents



Accessibility

- Inclusion of all students
- Accessibility resources
- Accessibility guide
- TTS vs. Read Aloud and Designated support vs. Accommodation
- Instructions for use of accessibility features



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 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



Accessibility Resources

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

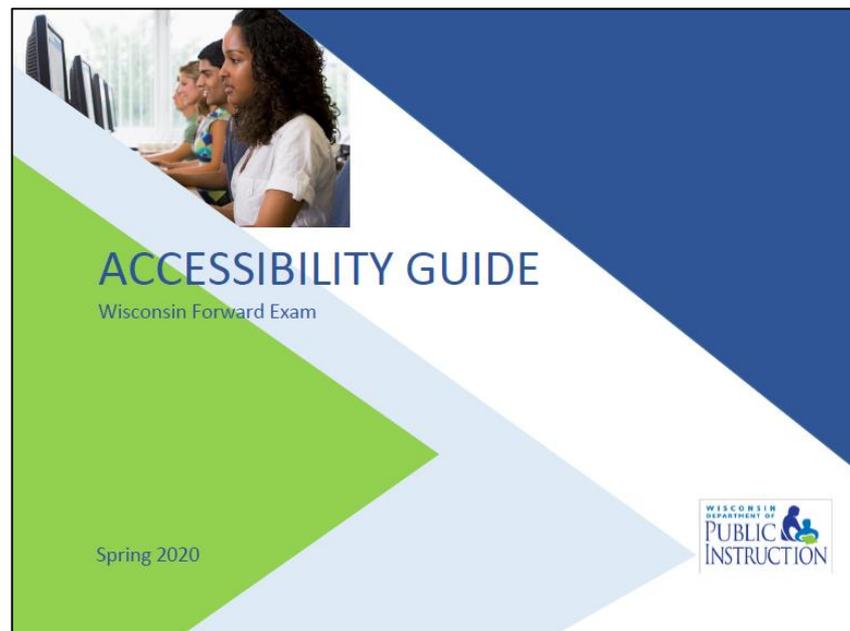
Forward Exam Accommodations and Supports webpage:
<http://dpi.wi.gov/assessment/forward/accommodations>



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 to review the current guide completely with staff.



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



TTS vs. Read Aloud

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.

Instructions for use of Embedded Accessibility Features

For instructions (short videos) about how to operate some embedded accommodations and supports see the administrator tutorials.

- TTS – play, pause, replay with start points
- VSL - play, pause, replay with start points
- Stacked Translation
- Color /Contrast Choices and Masking Tool

Provide students with time to practice using these features in the Online Tools Training prior to testing.

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



Staff and Student Preparation

- Staff Preparation
- Resources and Trainings
- Test Administrator Training
- Administrator Tutorials
- Test Materials
- Student Preparation
- Student Tutorials
- Online Training Tool
- Item Sampler
- What is a TDA?
- TDA Sampler
- Additional TDA Resources

Staff Preparation

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 Administrators Training Video
- Test Security Manual
- The DRC INSIGHT Portal (eDIRECT) 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 Administrators Training Video
- Test Security Manual
- Accessibility Guide
- Administrator Tutorials on how to use the embedded accessibility features



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

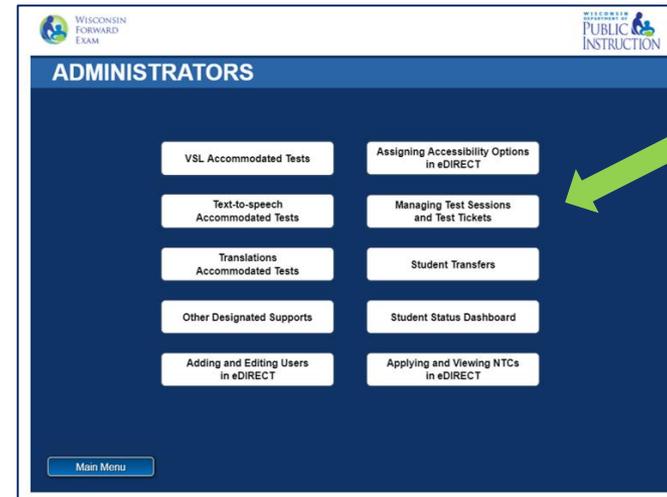
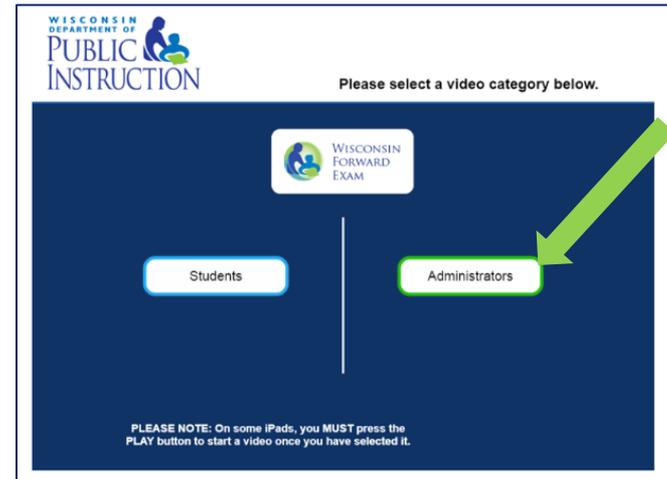
- Test Security Video
- Accessibility Training Video
- TDA Resources
- User's Guide to Interpreting Results



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>



Test Materials

Ensure staff have all testing materials prior to testing, including:

- Test tickets
- “Do not disturb” and “No unauthorized electronics” signs
- Specialized equipment for accommodations and supports
- Printed accommodations if approved by DPI
- Braille materials
- Headphones and keyboards
- Scratch paper
- Test Administration Manual
- Accessibility Guide
- Contact information for DAC/SAC and Technology staff



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 curriculum and not to the test, as teaching to the test narrows the focus of instruction to only that content covered by the test.



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



WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION

Please select a video category below.

WISCONSIN FORWARD EXAM

Grade 3 Students

Grades 4-8 & 10 Students

Administrators

PLEASE NOTE: On some iPads, you MUST press the PLAY button to start a video once you have selected it.

WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION

WISCONSIN FORWARD EXAM

Online Tools Training

Test Sign In

ITEM SAMPLERS

Item Samplers Sign In

[DRC INSIGHT Online Assessments Tutorials](#)

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WISCONSIN FORWARD EXAM

WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION

Student Tutorials

Learn about Advanced Tools with the links below. Colored boxes indicate videos to view for your grade level. Be sure to watch ALL videos that show your your grade level.

General Testing

- Welcome
- Using the Online Tools Training
- Signing in to the Forward Exam
- Pausing, Exiting, Ending, and Submitting a Test
- Testing Basics & Basic Tools

Advanced Tools

- Basic Calculator
- Scientific Calculator
- Grid
- Ruler
- Protractor
- Equation Builder
- Writing Prompt

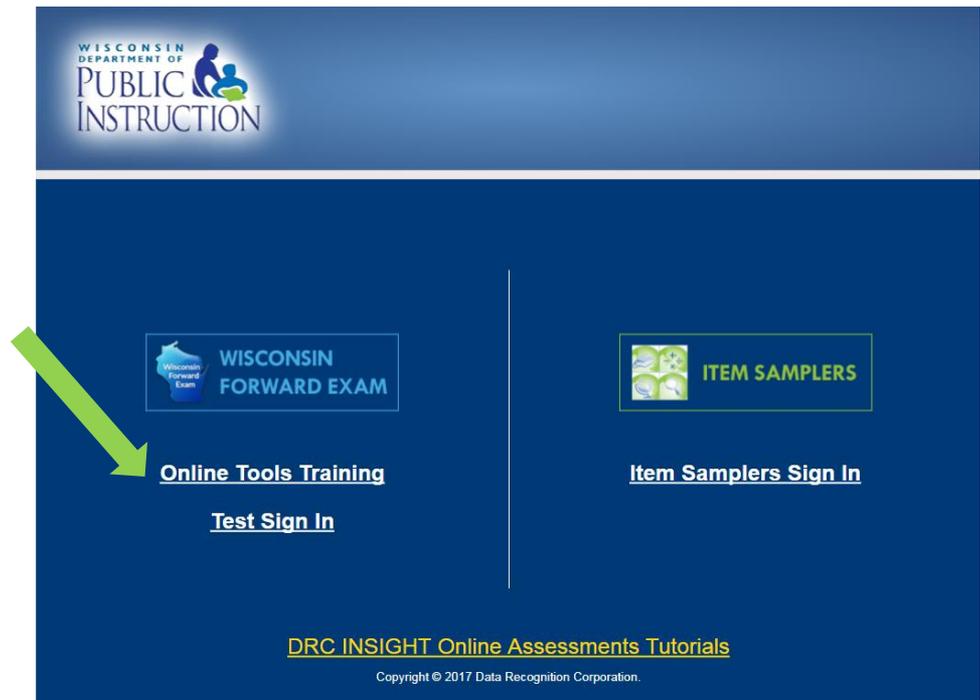
Main Menu

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



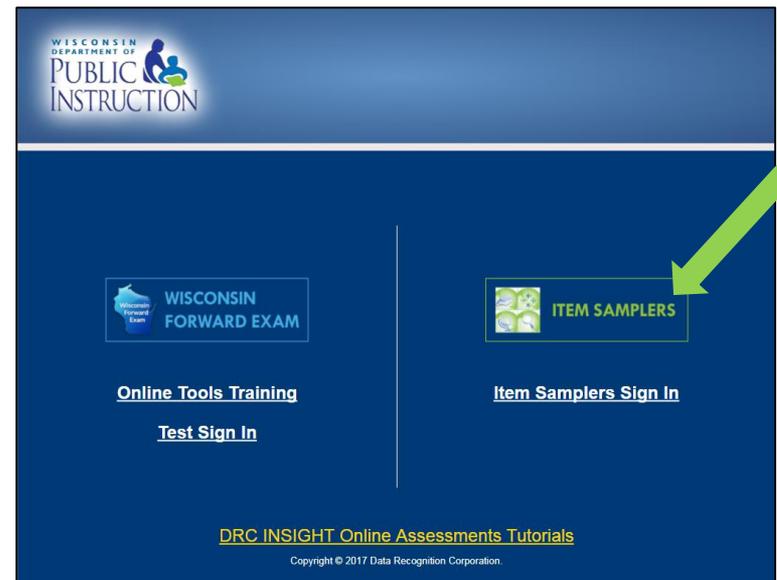
Online Tools Training (OTT)

- **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



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>



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



Text-Dependent Analysis (TDA)

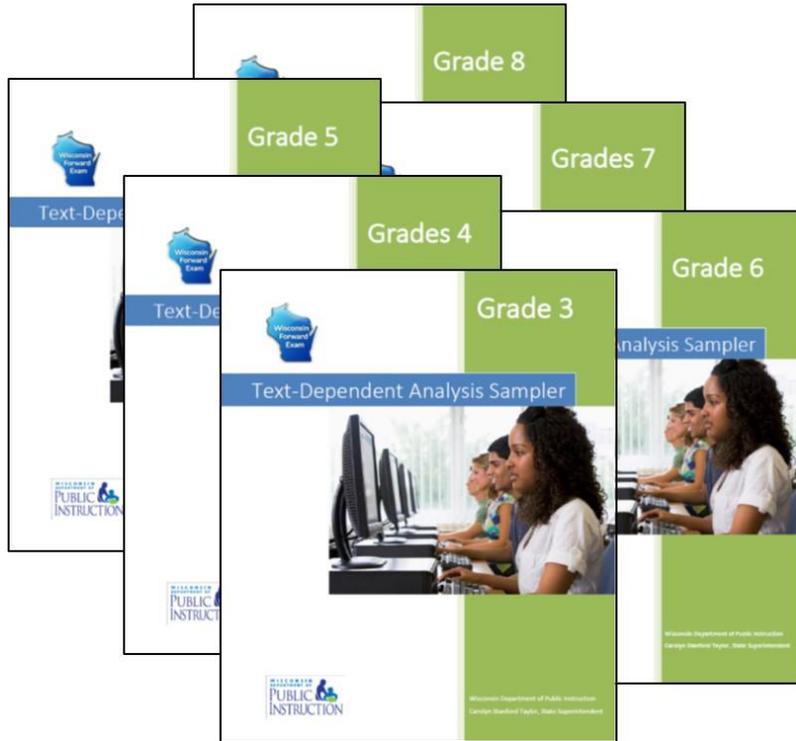
ELA Session 1 - TDA

- 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.



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



Establishing a Testing Schedule

- Forward Exam test window
- Graphic overview of exam and sessions
- Test times
- Creating a test schedule
- Administering make-ups
- Back-up plans

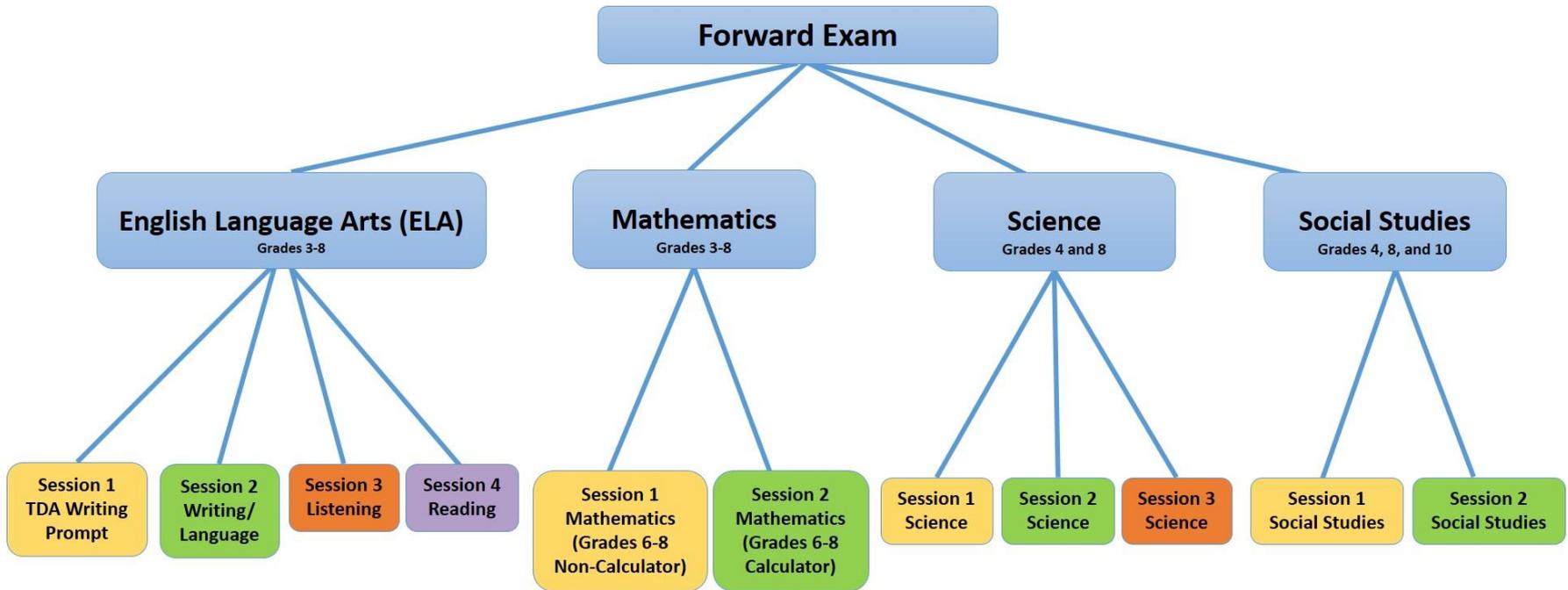
Forward Exam Test Window

March 23 – May 1, 2020

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



Forward Exam Graphic Overview



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

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.



Technology Overview

- DRC INSIGHT Portal
- INSIGHT Secure Browser & Apps
- Central Office Service –Service Device

DRC INSIGHT Portal

The DRC INSIGHT Portal (eDIRECT) is the Forward Exam Portal

- Technical users download INSIGHT Browser, COS-SD, and other software/information from the DRC INSIGHT Portal to set up their testing environment.
- Administrative users use the DRC INSIGHT Portal to manage users, student information, test sessions, help manage/monitor testing, and view reports of the results.



DRC INSIGHT Secure Browser

- Secure Web Browser used for Students taking the Forward Exam
- Must be installed on each testing device
- Includes a system readiness check



Central Office Services – Service Device (COS - SD)

COS-SD is made up of:

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

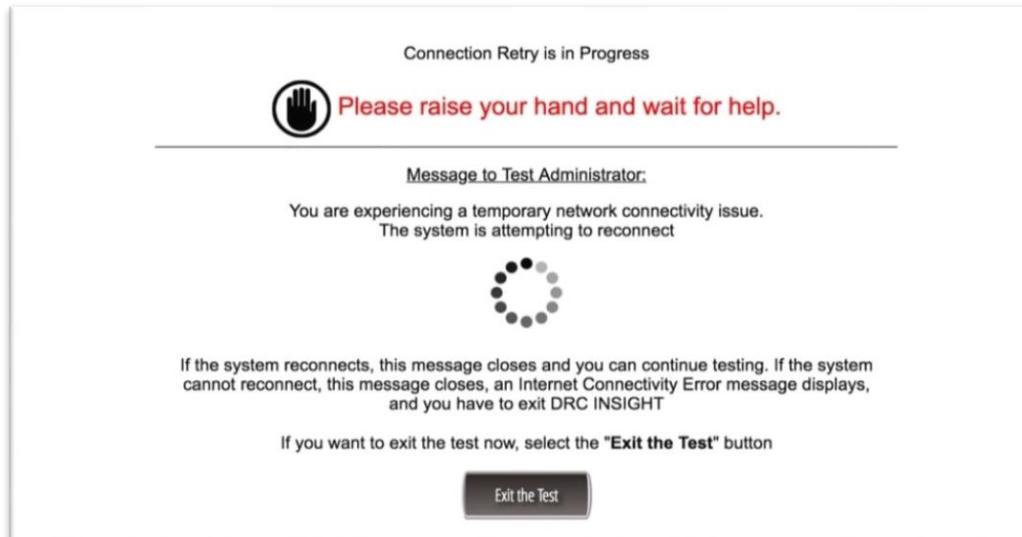
<https://dpi.wi.gov/assessment/forward/technology>



Extended Retry

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.



Working In the DRC INSIGHT Portal

- Managing users
- Managing students
- Student Data File
- Adding accessibility features
- Student transfers
- Students new to Wisconsin public schools
- Test Sessions
- Test Tickets
- Non-tested codes

Managing Students 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>

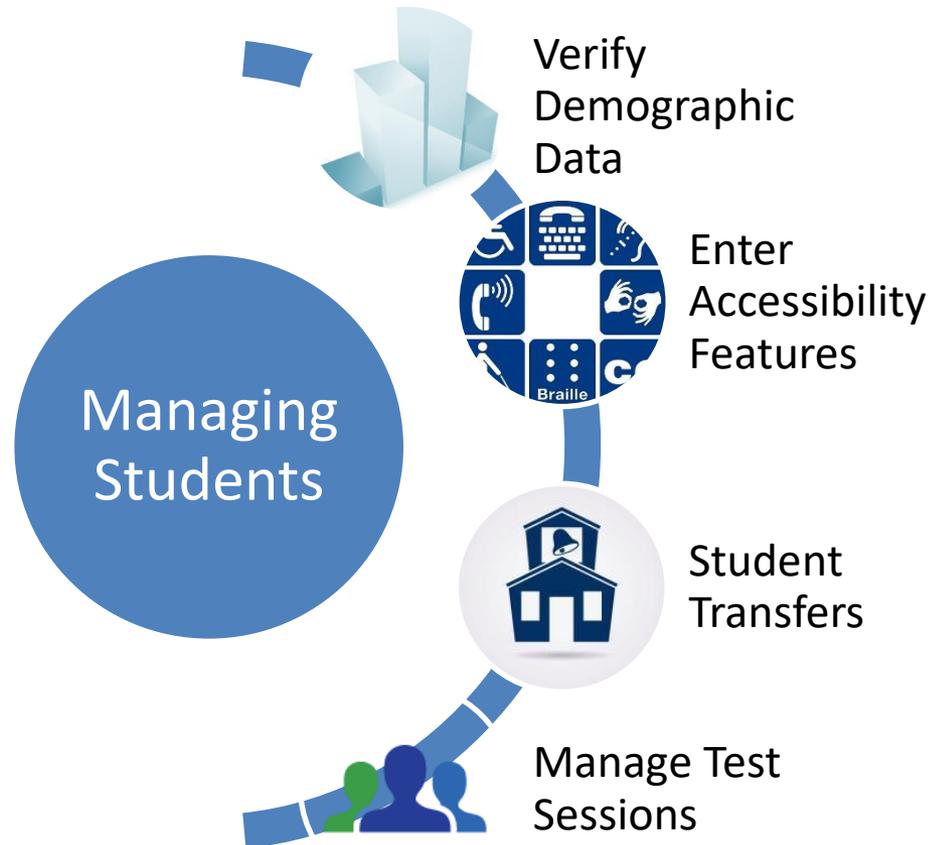


User Roles and Permissions Matrix

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	
	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							



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

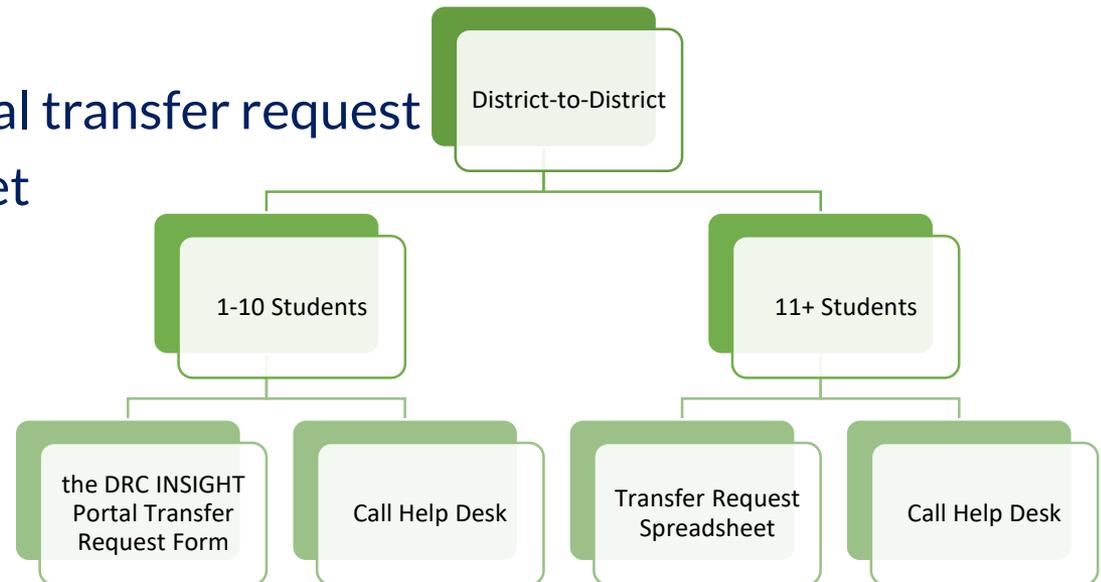
Assign a common accessibility feature (TTS or Color Contrast) at one time for multiple students



Request a Student Transfer District-to-District

There are three ways to request a student be transferred into your district:

- Use the DRC INSIGHT Portal transfer request
- Use the transfer spreadsheet
- Call the Help Desk



See *the DRC INSIGHT Portal Guide* for step-by-step instructions and the Testing Scenarios Table in the appendix for more information of student transfers.

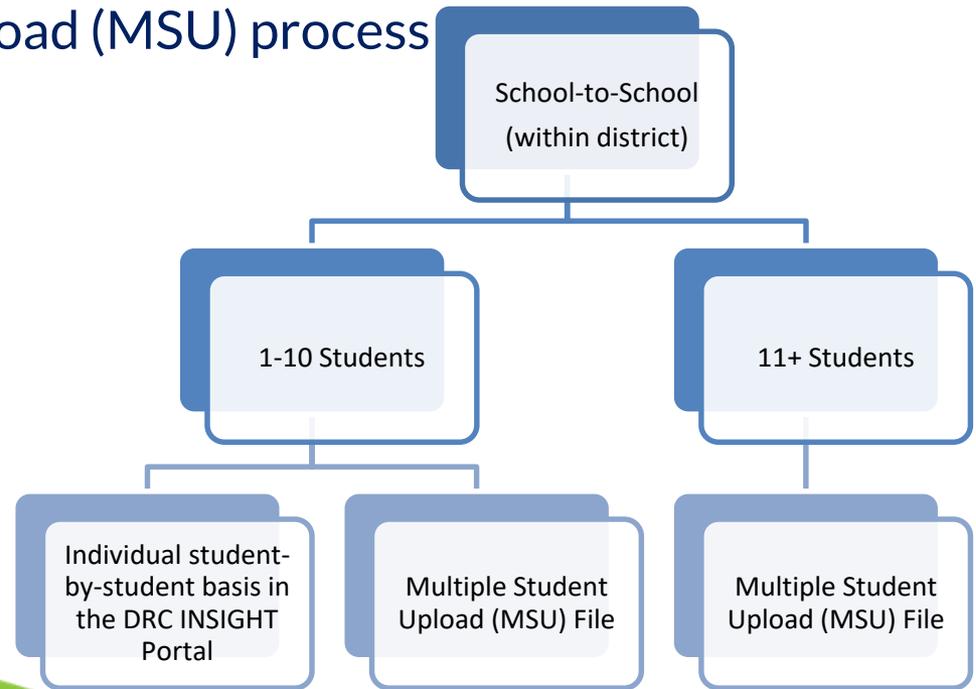


Transfer Students School-to-School

School-to-school transfers can be performed in two ways:

- Manually edit the student info in the DRC INSIGHT Portal
- Use the multiple student upload (MSU) process

See the *DRC INSIGHT Portal Guide* for step-by-step instructions



Student New to Wisconsin Public Schools

A student new to Wisconsin Public Schools – who has transferred in from out of state or a non-public school

Acquire a WISEid for the Student from your SIS coordinator

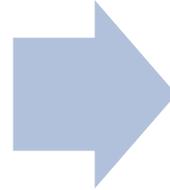
Manually enter the student into the DRC INSIGHT Portal



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.



Test Tickets

Each student has one username/password per content area
The same ticket is good for all test sessions within that content area.
Refer to Roles and Permissions Matrix for who may print tickets.

All student accessibility features **MUST** be entered into the DRC INSIGHT Portal (by the DAC/SAC) prior to printing test tickets.

Confirm that the accessibility features added are appropriately assigned.

Accessibility feature must be listed next to “accommodation” for the student prior to logging in to the test.

See *the DRC INSIGHT Portal Guide* for step-by-step instructions on printing test tickets.



Not-Tested Codes (NTCs)

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”

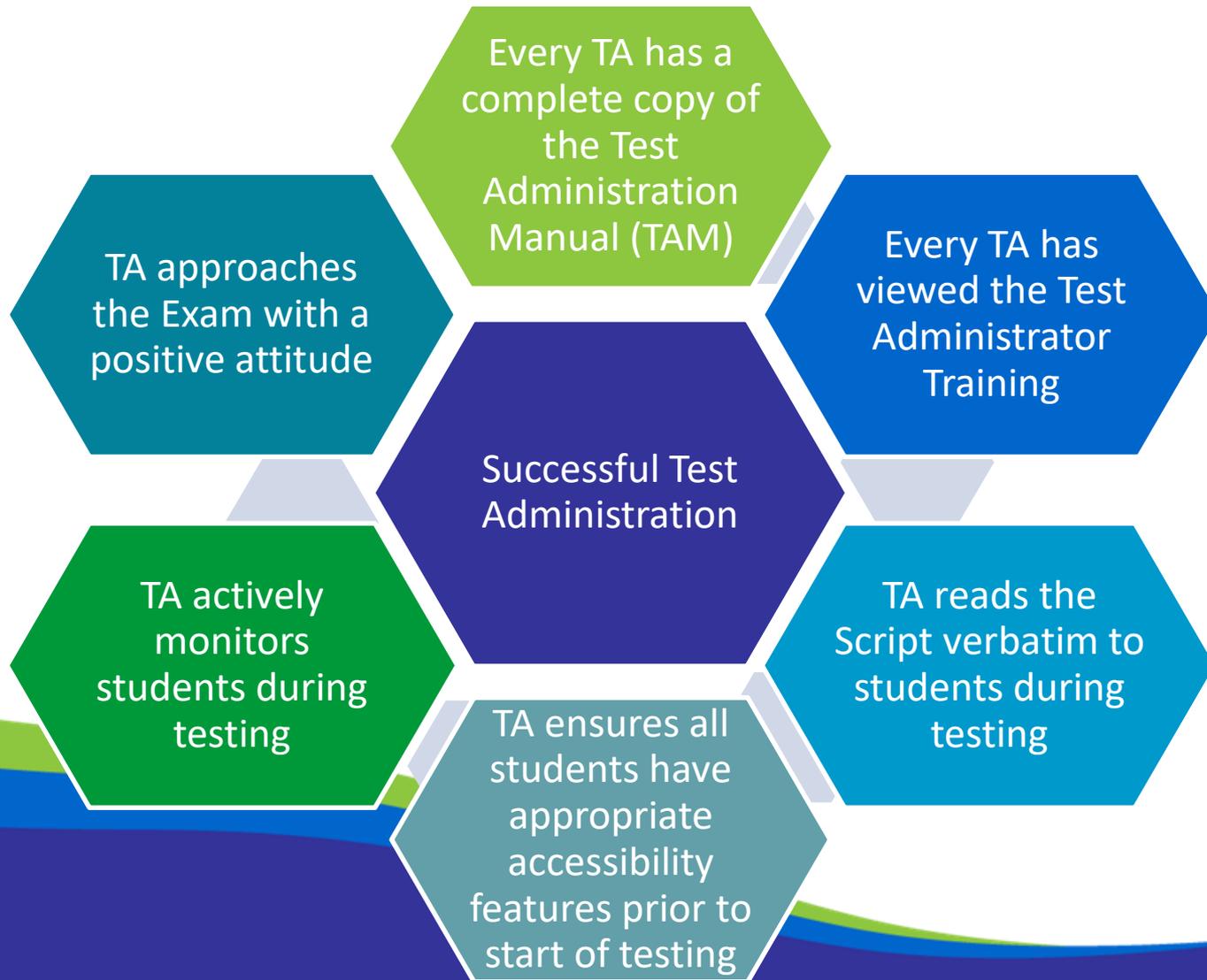


Test Administration

- Who may proctor the exam
- Prior to testing
- Test Administration
- Reopening a test
- Purging a test
- Test invalidation



Test Administration



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.



Prior to Testing

Testing Rooms

- Appropriately set up
- Displayed materials removed or covered

Materials

- Devices are ready
- Headphones
- Room signs

Procedures

- Monitoring students
- After testing



Reopen/Unlock a Test

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

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.

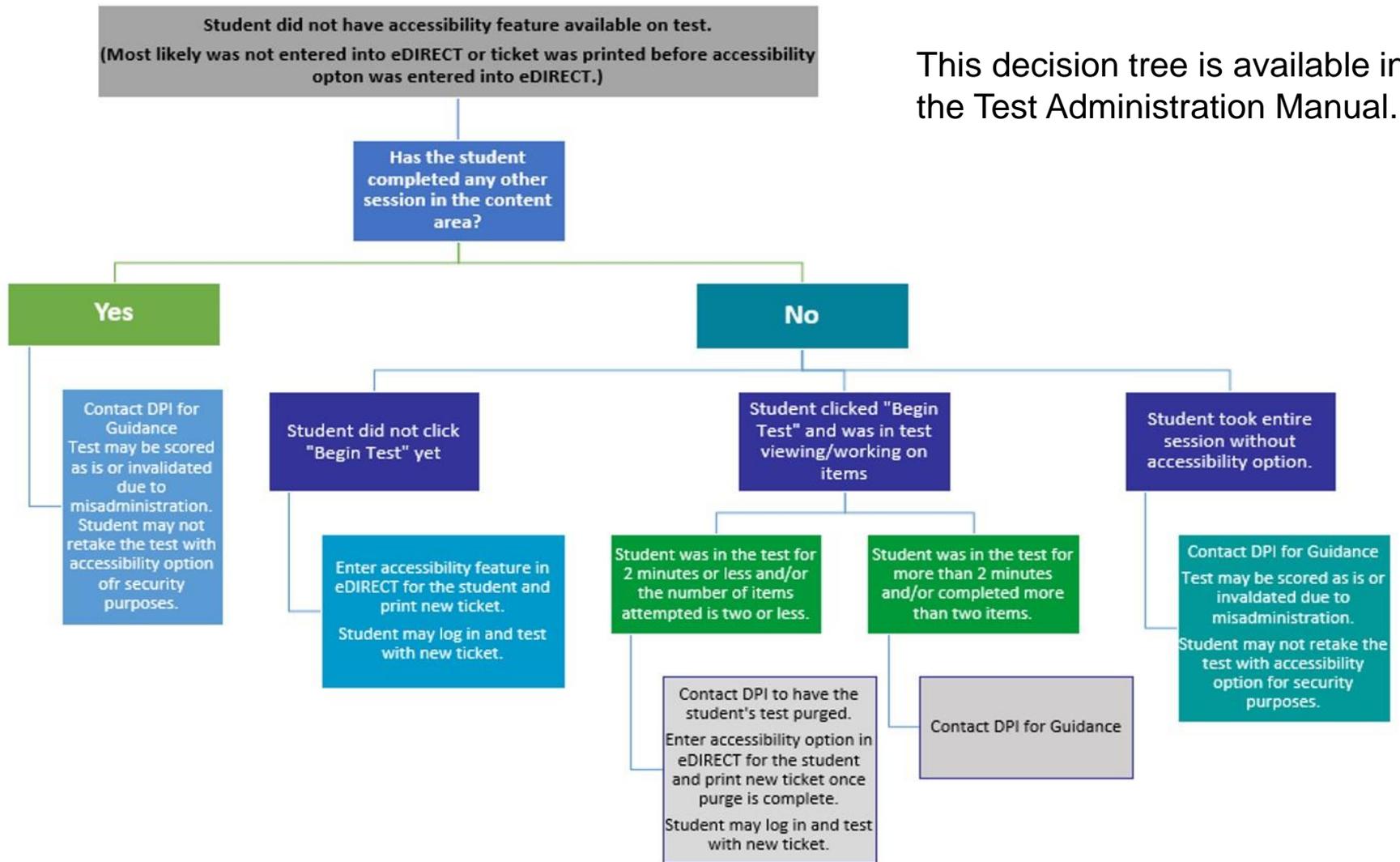
If a student started a test without the proper accessibility feature, possible options may include:

- 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

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.



After Testing

But...

before the end of the testing window

- Ensure testing is complete, data is accurate
- Student Status Dashboard
- Destroy secure testing materials
- End of test survey

Ensure Testing is Complete, Data are Accurate

Status Reports

* Indicates required fields

Administration

Wisconsin Forward Exam Spi *

District

(All)

School

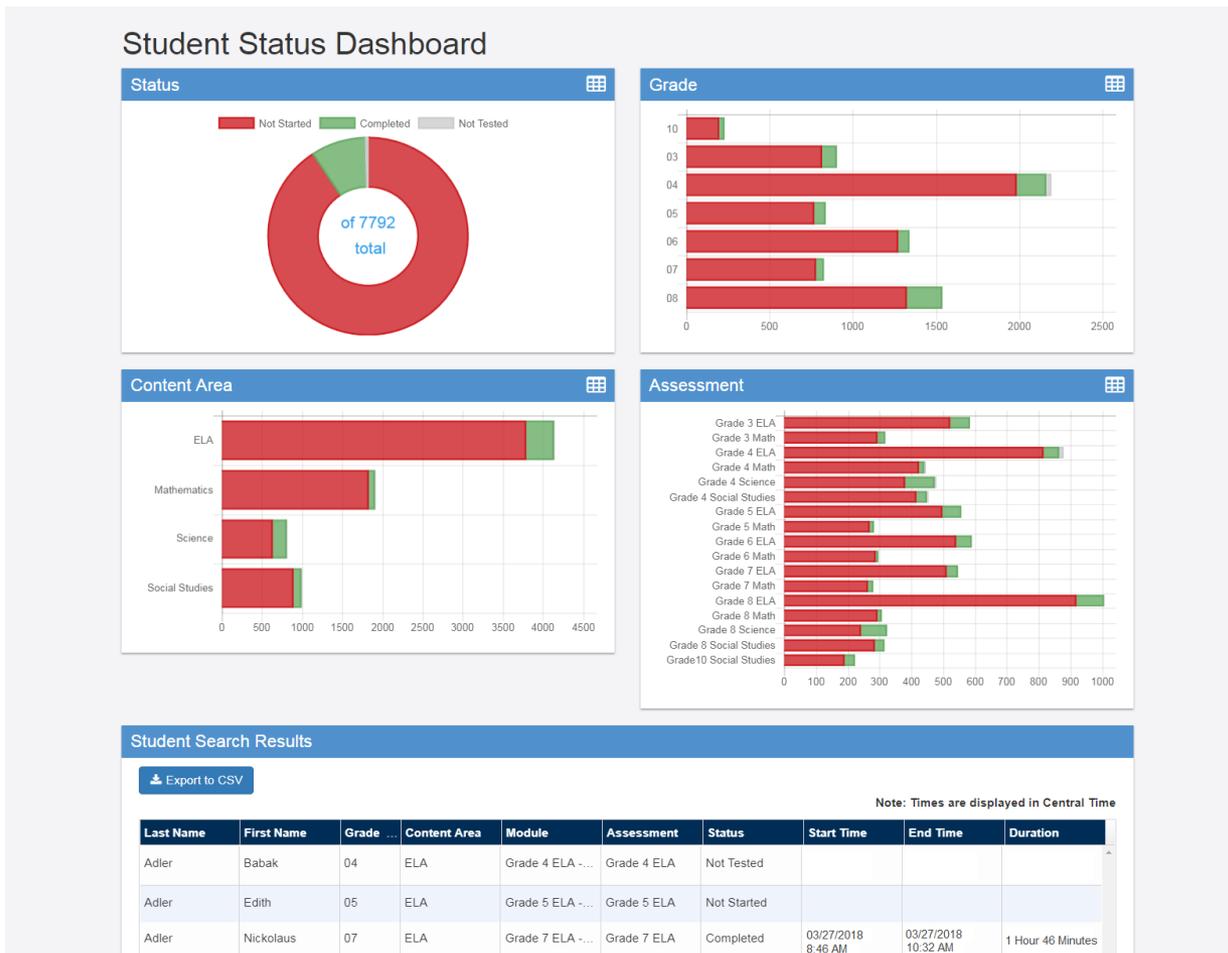
(All)

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.	



Student Status Dashboard

Available for school-level monitoring



Destroy / Return Test Materials

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

- Braille (after transcribed) – return to DRC
- Print On Demand and Listening Scripts – securely destroy and submit a completed confirmation of destruction form to OSA.
- Test tickets, scratch paper, Writer’s Checklist – securely destroy



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

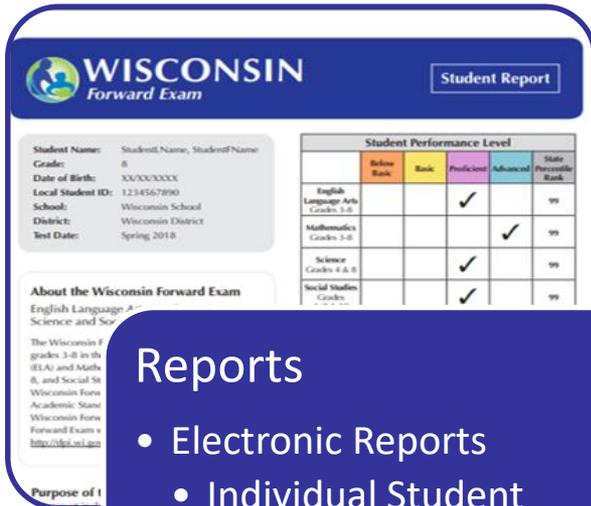
- DPI looks at all of the surveys and reads each and every comment!
- We appreciate your comments/feedback and make changes where able.
- Survey open March 30-May 8
- Should be completed as soon as you finish testing
- All staff involved in testing should complete survey (TAs, DACs, SACs, DTC, STCs)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



Reporting

- Forward exam reports
- School and district summary results
- Data embargo
- Communicating data and results

Forward Exam Reports



WISCONSIN
Forward Exam

Student Report

Student Name: Student Name, Student Name
Grade: 8
Date of Birth: XXXXXXXX
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, Science, and Social Studies. The Wisconsin Forward Exam Academic State Assessment Form Wisconsin Forward Exam is available at <http://dpi.wisconsin.gov>

Purpose of the Forward Exam

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>



Embargo of Results

- Every year test results are under embargo until the DPI press release.
- Under the embargo districts/schools cannot share any summary data with the public. This includes school boards.
- **ISRs, however, should be sent to parents/guardians** as soon as possible and are not a part of the embargo.
- DPI will notify districts when the embargo may be lifted.

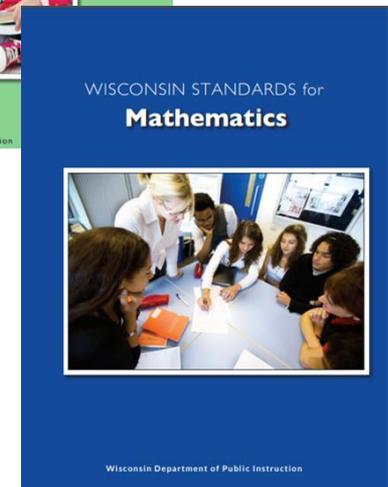


Communicating Data and Results

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.



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

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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 DRC 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

