



Assessment Update for Parental Choice Schools

January 23, 2025

WISCONSIN STATEWIDE ASSESSMENT SYSTEM UPDATES

Assessment

New:

District Assessment Coordinator (DAC) Confidentiality Agreement

The [District Assessment Coordinator \(DAC\) Confidentiality Agreement](#) from all DACs is due March 1. All DACs who have not yet submitted the 2024-25 DAC Confidentiality Agreement should do so no later than March 1. The form may be completed and signed electronically using Acrobat Reader. Be sure to select the appropriate options on the ACT/PreAct Secure agreement prior to signing. The entire seven-page document should be submitted to [Duane Dorn](#) once signed. All other confidentiality forms (SACs, DTCs, STCs, etc.) remain individual forms, may be completed electronically, and once completed are to be retained at the school/district level.

Reminder:

Verify Student Data

DPI will load student data from WISEdata into the DRC INSIGHT Portal (Forward) and PearsonAccess^{next} (ACT with writing and PreACT Secure). To ensure that you have the correct roster of students for testing, please ensure that your student enrollment and demographic **data are correct in WISEdata** before the end of the day on **January 23** for the ACT and PreACT Secure and before the end of the day on **January 27** for the Forward Exam.

ACT

Reminder:

IMPORTANT: ACT Accommodations - Due January 24

The last day to request ACT Accommodations and EL Supports is January 24. This is a firm deadline. Accommodations requests submitted after this date will not be approved unless a unique circumstance warrants a [Qualified Exception to Deadline](#). Resources on how to enter accommodations can be found on the [Wisconsin ACT Website, Step 3 - Accommodation](#). Please reach out to [Nikki Braconier](#) immediately if you are having difficulties with an approval.

Student Roster Verification and Upload: January 27-31

- Assessment coordinators received an email earlier this week with instructions on how to upload any additional students (choice or non-choice) who were not included in the initial DPI upload. School staff will be able to upload these additional students into PAnext from January 27-31.
- Coordinators will be able to indicate the testing mode (paper or online) for each student.
- Barcode labels will be shipped only for students who are in PAnext at the end of the day on January 31. After January 31, schools can add new students, but they will not receive barcodes and schools will need to follow the instructions in the test administration manuals on how to prepare an answer document without a barcode.

PreACT Secure

Reminder:

PearsonAccess^{next} Opens January 27

On January 27, the PreACT Secure portal will open within [PearsonAccess^{next}](#) (PAnext) for the spring 2025 administration. Once the portal is open, DACs will automatically have access through the assessment drop down menu using their existing PAnext account credentials. DACs will need to create accounts and grant user access to the PreACT Secure portal for all testing staff.

Instructions on how to create accounts and/or update existing accounts can be found in the [PearsonAccess^{next} User Guide for the PreACT Secure](#).

Student Roster Verification and Upload: PreACT Secure

- Assessment coordinators received an email earlier this week with instructions on how to upload any additional students (choice or non-choice) for the ACT.
- These same instructions can be used for loading additional students who will need to take PreACT Secure.
- For the test code column, use “**FACTS**” to indicate that the student will be taking PreACT Secure. For the “delivery format” column, use “**O**” to indicate that the student will be testing online.

Test Administration #1 Training Webinar

ACT and DPI will host the first of three PreACT Secure training webinars on January 28, 12-1pm. To register for this training and all training opportunities, please visit the [DPI PreACT Secure Trainings webpage](#). All trainings and office hours are recorded.

Forward Exam

New:

Educator Involvement Opportunities

DPI is still recruiting a diverse group of educators from all over Wisconsin (including English learner and special education teachers) to participate in the Forward Exam **Alignment Study (deadline to apply is February 7)** and New Item Review (deadline to apply is May 2). These events are important steps in the development of the Forward Exam. This is a great opportunity to be a part of the Forward Exam development and have detailed input on the exam and take knowledge back to your district about the processes. More information, including how to apply, is available on the [Forward Exam Educators Involvement webpage](#). Please share this information with your educators.

Forward Exam Q&A Webinar

On February 5 at 1pm, a Q&A webinar session will take place. This webinar is an opportunity for District and School Assessment Coordinators (DACs/SACs) and District and School Technology Coordinators (DTCs/STCs) to ask DPI and DRC staff questions about Forward Exam test set-up, administration, or technology that may have come up after reviewing the training videos and other resources. Please share this information with your DTCs, SACs, and STCs. The webinar will be recorded and posted on the [Forward Exam Trainings webpage](#) for those who cannot attend the live session. To join the webinar on February 7, please use this [Forward Exam Q&A webinar session Zoom link](#).

Extended Testing Hours

Forward Exam testing is accessible from 7am - 5pm, Monday through Friday. DPI is offering optional extended testing hours for the 2024-25 Forward Exam. Districts may now opt to test students, in-person, on Tuesday, Wednesday, and Thursday evenings until 8pm, and on Saturdays from 8am to 4pm during the testing window. Districts should be aware that no help desk or

technical support will be available from DRC or DPI for testing during extended hours. DACs must complete and submit the [Forward Exam - Extended Testing Hours Request Form](#) for their district. The request form must be submitted a minimum of one week prior to the planned extended hour testing day. Upon approval from DPI, DRC will open the testing application for the extended hours requested by the district.

Reminders:

2024-25 Forward Exam Resources

The DRC INSIGHT Portal Guide and the Test Administration Manual were made available January 8 on the [Forward Exam Resources webpage](#).

2024-25 Forward Exam Trainings

The Forward Exam required video trainings for District and School Assessment Coordinators (DACs/SACs) and Test Administrators (TAs) are now available on the [Forward Exam Trainings webpage](#). There are three training presentations, each with information targeted to a specific audience.

Test Monitoring Application (TMA)

New for the 2025 Forward Exam Administration, districts will have **the option (not required)** to use The Test Monitoring Application (TMA) in the DRC INSIGHT Portal. The TMA allows Test Administrators (TAs) to restrict student access to the Forward Exam during the login process and monitor student status (e.g., progress, inactivity, completed) during testing. More information about the TMA is available in the [DAC/SAC and TA video trainings](#), the [Test Administration Manual](#), and the [DRC INSIGHT Portal Guide](#).

Forward Exam for Non-Choice Students

Non-Choice students will again be able to take the Forward Exam with the cost of the exam remaining at \$35 per student. The order form can be found at [Forward Exam Order Form](#).

New Resources

As new resources are posted to our website, we will include them here for your convenience for a few weeks. This is NOT an exhaustive list but meant to highlight resources with significant relevance to our upcoming test windows.

Resource	Description	Assessment
Educator Involvement Application	Educators may apply for Alignment Study and/or New Item Review.	Forward

Important Dates to Remember

Be sure to refer to each specific assessment calendar for a complete list of key dates.

Date	Event	Program
January 23	Ensure that student enrollment and demographic data are correct in WISEdata before the end of the day	Forward
January 24	Deadline to enter ACT Accommodation/EL Support Request	ACT
January 27	PreACT Secure portal opens in PAnext, rosters available	PreACT Secure
January 27-31	Verify ACT Student Rosters in PAnext	ACT
January 28	PreACT Secure Test Administration #1 Training Webinar	PreACT Secure
January 28	WISEdata student data file upload to DRC INSIGHT Portal	Forward
February 4	PreACT Secure Office Hours	PreACT Secure
February 5	Forward Exam QA Webinar for DACs, SACs, DTCs	Forward
February 10-21	Optional Add Accessibility Features window	Forward
February 11	Test Administration #2 Training Webinar	ACT
March 3	Access to DRC INSIGHT Portal test sessions, student information, and ability to assign individual student accessibility features	Forward



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January 2025 Wisconsin Department of Public Instruction

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