

### WISCONSIN STATEWIDE ASSESSMENT SYSTEM UPDATES

## ACT

### New:

#### Additional Steps Needed to Order the ACT for Non-Choice Students

Listed below are the complete list of steps necessary for schools to order the ACT with Writing for their non-choice students.

- Complete the order form by the January 13 deadline. This step is to notify DPI whether a school plans on testing non-choice students.
- Verify that DPI has loaded your choice students (and non-choice students from schools that are receiving the all school report card) into the portal (January 23-25 window to complete this step).
- Once choice students have been verified as being loaded, school staff will be able to upload any additional 11<sup>th</sup> grade non-choice students into the portal that plan on testing (January 23-25 window to complete this step). This step is to let ACT know which students will be tested.
- ACT will ship test materials based on the students loaded into PAnext.
- At the conclusion of the testing windows, DPI will contact schools to ask them to verify the actual number of non-choice students that were tested. DPI will then bill schools based on this updated information.

#### Student Roster Upload: January 23-25

- Assessment coordinators will receive an email later today 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 23-25.
- Barcode labels will be shipped only for students who are in PAnext at the end of the day on January 25. After January 25, 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.

#### Test Accessibility and Accommodations (TAA) Update

DPI has been informed that ACT deployed a repair to the Test Accessibility and Accommodations System (TAA) that has greatly improved system performance. Schools should now be able to successfully submit requests for accommodations and English Learner supports. If you continue to experience issues, please contact ACT for assistance at 800.553.6244 Ext. 1788 or

[ACTStateAccoms@act.org](mailto:ACTStateAccoms@act.org).

## **Accommodation Request Deadline Extended**

As a result of the TAA performance issues, DPI has worked with ACT to extend the deadline to request accommodations. The new deadline to submit requests for spring 2023 testing is January 20. DPI strongly encourages schools to enter requests into TAA as soon as possible.

## **Accommodation Request Reminders and Resources**

- Submit requests early - well before the **January 20 deadline**.
- Refer to [Step-3: Accommodation, on the Wisconsin ACT Webpage](#) for accommodation and EL support resources and training.
- Log into the TAA to view status and decisions on accommodations/EL support requests.
  - If a request is not approved, you can submit again for reconsideration.
  - [Reach out to OSA](#) as soon as possible if you are experiencing difficulty receiving approval for an accommodation.

## **2023 ACT Schedule of Events - Revised**

A revised 2023 ACT Schedule of Events has been posted to the [Wisconsin ACT Website](#). Revisions include updates to accommodation task deadlines.

## **Wisconsin ACT Office Hours #2**

The second 2023 Wisconsin ACT Office Hours will be held on January 12. This Office Hour will walk Coordinators through the process of verifying enrollment followed by an open Q&A forum. Registration for Office Hours is not required. All 2023 ACT Office Hours and access to the 2023 meeting link can be found on the DPI [ACT Training webpage](#).

## **Reminder:**

### **2024 ACT Testing Windows**

The 2024 ACT testing windows are now available on the [ACT Calendar webpage](#).

## **PreACT Secure**

### **Reminders:**

#### **PreACT Secure for Non-Choice Students**

9th and 10th grade non-choice students will be allowed to take the PreACT Secure under the state contract (similar to how 11th grade non-choice students have been able to take the ACT under the state contract the last several years). Cost for the test will be \$17 per student. Order forms were sent to assessment coordinators on December 8. The deadline to place an order is set for January 13.

#### **2024 PreACT Secure Testing Window**

The 2024 PreACT Secure testing window is now available on the [PreACT Secure Calendar webpage](#).

### **Schedule of Events**

The spring 2023 PreACT Secure Schedule of Events (SOE) has now been released and posted to the [Wisconsin PreACT Secure webpage](#). The SOE contains important tasks and deadlines for administering the assessment and should be reviewed often by all testing staff.

# Forward Exam

## New:

### 2023 Optional Add Accessibility Features window

The Optional Add Accessibility Features window **provides districts the option** to enter student accessibility features into a district-level student demographic data file and upload the file into the DRC INSIGHT Portal, instead of adding accessibility features on an individual student or “mass assign” basis. Districts may **choose (not required) to use** the Multiple Student Upload (MSU) process to upload this file from February 13-24. For more information, please refer to the document titled *Forward Exam Optional Add Accessibility Feature Window* available on the [Forward Exam Resources webpage](#).

## Reminders:

### 2023 Forward Exam Resources

The DRC INSIGHT Portal Guide and the Test Administration Manual will be available January 9 on the [Forward Exam Resources webpage](#).

### 2023 Forward Exam Trainings

The Forward Exam pre-recorded trainings for District and School Assessment Coordinators (DACs/SACs) and Test Administrators (TAs) will be available January 9 on the [Forward Exam Trainings webpage](#). There will be three training presentations, each with information targeted to a specific audience.

- **DAC/SAC Training** - This is a full training for new DACs/SACs and any other DACs/SACs who would like a detailed refresher that covers all aspects of Forward Exam administration.
- **DAC/SAC Updates Training** - This training provides updates for the upcoming Forward Exam administration and is intended for DACs/SACs who have previously viewed the full training and feel comfortable with the process enough to receive only the updates.
- **Test Administrator (TA) Training** - This training is required for all TAs that covers all information TAs need to prepare for and administer the Forward Exam. DACs should ensure that all TAs view this training.

### Forward Exam Q&A webinar

On January 11 at 1:00 pm, the first of three optional Q&A webinar sessions will take place (see the [Forward Exam Calendar webpage](#) for additional dates). 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 January 11, please use this [Forward Exam Q&A webinar session Zoom link](#).

# DAC Contact Update

## Reminder:

Please [update District Assessment Coordinator \(DAC\) contact information](#) as contact information or staffing changes occur throughout the year. The information provided is used to:

- Ensure DACs receive regular assessment and accountability updates, and
- Upload information into vendor portals to ensure DACs have annual permissions.

## 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
<a href="#">ACT Schedule of Events - REVISED</a>	List of important tasks, deadlines and trainings for administering the ACT.	ACT
<a href="#">PreACT Secure Schedule of Events</a>	List of important tasks, deadlines, and trainings for administering the PreACT Secure.	PreACT Secure

## Important Dates to Remember

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

Date	Event	Program
January 9	DRC INSIGHT Portal Guide and Test Administration Manual available	Forward
January 9	DAC and Test Administrator training videos available	Forward
January 11	First DAC, SAC, and DTC Q&A Webinar	Forward
January 12	ACT Office Hours #2	ACT
January 13	Deadline to order ACT and PreACT Secure for non-choice students	ACT & PreACT Secure
January 18	State data upload of student data into DRC INSIGHT Portal (DPI pulls roster data from WISEdata to upload to Portal)	Forward
January 20	DPI loads student rosters into PearsonAccess <sup>next</sup>	ACT
January 20	Deadline to submit ACT accommodations and supports in TAA	ACT
January 23	PearsonAccess <sup>next</sup> opens for PreACT Secure	PreACT Secure
January 23-25	Schools verify student rosters and add students in PearsonAccess <sup>next</sup>	ACT
January 25	PreACT Secure Office Hours #1	PreACT Secure



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