



# Assessment Update for Parental Choice Schools

January 6, 2022

## WISCONSIN STATEWIDE ASSESSMENT SYSTEM UPDATES

Welcome to the new year and thank you for all you do to support our students. The Office of Educational Accountability team looks forward to supporting you as you prepare for the spring assessments. We will continue to communicate assessment and accountability news, important dates, and resources through the weekly Assessment Update. Additional, more detailed information can be found on the [Office of Educational Accountability website](#).

### ACT with writing

#### 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 7 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 19-21 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 19-21 window to complete this step). This step is to let ACT know which students will be tested.
- ACT will ship test materials based off of 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 off of this updated information.

#### Student Roster Upload: January 19-21

- 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 19-21.
- Barcode labels will be shipped only for students who are in PAnext at the end of the day on January 21. After January 21, 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.

#### Wisconsin ACT Office Hours

Our next Wisconsin Specific ACT Office Hour session will be held on Thursday, January 13 from 10:30-11:30am. This Office Hour will briefly go over the steps to verify your student enrollment and then provide an open Q&A session for the field. Please use this [Microsoft Teams Link](#) to join the discussion. No registration is required.

## ACT Global Accommodations Office Hours

ACT provides global Accommodation Office Hours every Tuesday from 12:00-1:00pm. These Office Hours are held in an open Q&A format to allow the field an opportunity to ask questions directly with an ACT Accommodations Specialist. Please use this [Microsoft Teams Link](#) to join the weekly discussion. No registration is required.

## Reminder:

### Test Coordinator Reminder Items

Test Coordinators should review the following test administration tasks and reminders:

- Review the [Test Coordinator Checklist](#).
- Read the [Test Coordinator Information Manual](#) for information on preparing your testing facility.
- Choose testing staff using the guidelines in the Test Coordinator Information Manual.
- Have testing staff read and sign [ACT Confidentiality Forms](#).
- Sites testing online should begin site readiness. Technical Coordinators should review [Site Readiness Checklist](#) and all training and resources found on the [Wisconsin ACT Website, Step 2 - Complete Site Readiness for Online Testing](#).
- If you missed the accommodations, test administration part 1, or the online testing site readiness trainings, the recordings are available on the [DPI ACT Trainings page](#).
- [Register for Test Administration Training Webinar Part 2](#).
- Submit ACT accommodations and EL supports requests using the [TAA System](#) by **January 14. This is a firm deadline.**

## Aspire

### Reminders:

#### ACT Aspire for Non-Choice Students

. The order deadline is set for January 7.

Please see the [Aspire webpages](#) for resources and upcoming trainings.

## Forward Exam

### Reminders:

#### 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: [Wisconsin Forward Exam Order Form](#).

#### 2022 Forward Exam Resources

The *DRC INSIGHT Portal Guide* and the *Test Administration Manual* will be available January 10 on the [Forward Exam Resources webpage](#).

#### 2022 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 10 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 management from start to finish including training, set-up, preparation, administration, reporting, and any updates/changes.

- **DAC/SAC Updates Training** - This training provides updates for the upcoming Forward Exam administration and is intended for DACs/SACs who have viewed the full training and feel comfortable with the process enough to receive only the updates.
- **Test Administrator 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 12 at 1:00pm, 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 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 12**, please use this [Forward Exam Q&A webinar session Zoom link](#).

## Assessment and Accountability COVID-19 Related Updates

For assessment and accountability COVID-19 Updates please visit:

- [COVID-19 – Accountability Updates and Resources](#)
- [COVID-19 – Assessment Updates and Resources](#)

## Important Dates to Remember

Date	Event	Assessment
January 10	Forward Exam Manuals and Trainings available	Forward
January 12	First DAC, SAC, DTC Q&A Webinar	Forward
<b>January 14</b>	<b>Deadline to submit ACT accommodations and supports in TAA</b>	<b>ACT</b>
January 18	DPI loads students into ACT PAnext	ACT
January 19	DPI pulls student roster data from WISEdata to upload to the DRC INSIGHT Portal	Forward
January 21	Deadline to verify student enrollment roster in PAnext	ACT
January 21	Deadline to submit accommodation <b>reconsiderations</b> in TAA	ACT
January 24	PAnext portal opens for Aspire	Aspire
February 8	Aspire Test Administration #1 Webinar	Aspire
February 10	ACT Test Administration #2 Webinar	ACT

February 14	Early Test Material Receipt Week	ACT
February 15	Aspire Technology Readiness Webinar	Aspire

## New Online Resource Highlights

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 test windows.

Resource	Description	Assessment
<a href="#">The Forward Exam District Technology Training Video</a>	Training video is for new District Technology Coordinators (DTCs) and technology staff that covers technology resources, supported devices, system requirements, system overview, and installation/configuration.	Forward
<a href="#">The Forward Exam District Technology Updates Training Video</a>	This training video is a short presentation with updates and reminders for DTCs that are experienced with Forward Exam set-up and administration.	Forward
<a href="#">ACT Taken on Paper or Online?</a>	Document outlines differences between paper and online ACT testing.	ACT
<a href="#">Qualified Exception to the Deadline Form</a>	Late accommodation request form.	ACT



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January 2022 Wisconsin Department of Public Instruction

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