



Assessment Update for Parental Choice Schools

February 1, 2023

WISCONSIN STATEWIDE ASSESSMENT SYSTEM UPDATES

ACT

New:

Test Materials Shipping

ACT will begin shipping materials for Test Window 1 the week of February 6 and will continue to ship materials based on the shipping date selected in PearsonAccess^{next} (PANext). Instructions on how to track your shipment can be found in the [PearsonAccess^{next} User Guide](#) under the **View Status and Shipment Information** section. Once materials have been received, follow the instructions outlined on page 27 of the [Test Coordinator Information Manual](#) to check in and secure your test materials. Run the Accommodations and Supports Roster in PANext to obtain a list of students with approved accommodations and required materials. If you are missing materials, please reach out to ACT immediately.

Note: District and school staff who have relatives testing on state test days, as well as athletic coaches should **not** have access to secure materials prior to test day. For additional information on testing staff requirements, please see the [Test Coordinator Information Manual](#).

MyACT Non-Testing Activities

MyACT materials will arrive with your test materials shipment. Distribute one copy of the **Taking the ACT Test** booklet and an individualized **MyACT Non-Test Instructions** to students. Students must register and complete their MyACT account set-up no later than two days post testing. Resources to assist students with completing their MyACT account can be found on the [Wisconsin ACT Website, Step 4 - Preparation, Complete Non-Test Activities](#).

Reminders:

Accommodations Reconsideration Deadline - February 3

The reconsideration deadline for accommodations and English learner supports is February 3. This deadline applies to **reconsideration requests only**. If you have an initial request where ACT has issued a decision notification that requires further review, please submit the request for reconsideration no later than February 3. For assistance, please see [Requesting Reconsideration \(TAA User Guide\)](#).

Newly Enrolled Students

ACT will automatically send testing materials and barcode labels for all students listed on your roster by January 25. To enroll students after January 25, follow the steps outlined under the **Add or Remove Student** section of the [PearsonAccess^{next} User Guide](#). Newly enrolled students will **not** automatically receive testing materials. You must manually place an order for test materials within the PearsonAccess^{next} site. Instructions for ordering additional test materials are outlined in the PearsonAccess^{next} User Guide, within the **Requirements for Additional Materials Order** section.

Upcoming ACT Trainings

Visit the [DPI ACT Training webpage](#) to register for these upcoming ACT trainings:

- Test Administration #2 webinar - February 10, 10:30 -11:30 am.
- Office Hours - Testing Virtual Students - February 16, 11:00 am -12:00 pm.

PreACT Secure

New:

Accessibility Supports

Schools can now begin to enter accessibility supports for the PreACT Secure. Accommodation and English learner supports are entered directly into PearsonAccess^{next} (PANext) and do not require prior approval from ACT. Instructions on how to enter supports can be found in the [PearsonAccess^{next} User Guide for the PreACT Secure](#), under **Assigning Accommodations and Supports**. Please keep in mind the following when entering supports:

- All PreACT Secure accommodations testing is administered online except for Braille, Large Print, and Human Reader's Script. Change these students' delivery format to paper testing.
- Accommodations **must** be entered before assigning a student to a test session.
- Accommodations must be added individually and cannot be added in bulk via import/export.

Additional resources can be found under [Step 3 - Accommodation of the Wisconsin PreACT Secure webpage](#).

Reminder:

Uploading Non-Choice Students

Assessment coordinators can begin uploading any non-Choice students who were not part of the original DPI upload. Coordinators can use the same spreadsheet for loading non-choice students as they used for loading non-choice students into the ACT section of the portal. For the test code field in the upload file, use "PACTS" instead of "MW". For the test mode field, all students should be entered as O for online testing. All other fields have the same requirements.

PreACT Secure Blueprint

The **PreACT Secure Technical Memo** has now been posted to the [Wisconsin PreACT Secure webpage](#) (step 1). Test blueprints, scores, and high-level content descriptions are outlined within this document.

Forward Exam

New:

Optional Add Accessibility Features Window Begins February 13

During this **optional window** (February 13-24), districts may use the Multiple Student Upload process to upload designated supports and accommodations for multiple students at one time into the DRC INSIGHT Portal. This **two-week optional window** is the only time this method of uploading accessibility features is available. If you choose not to take advantage of the window, you may still enter supports and accommodations into the DRC INSIGHT Portal on an individual student or "mass assign" basis as needed, beginning March 6. Instructions for all three processes are available in the [DRC INSIGHT Portal Guide](#).

Student Data Upload

The student data submitted to DRC on January 18 will be available for users to view and edit on March 6. Please ensure that any corrections made to the data in the DRC INSIGHT Portal are also

reflected in the district's Student Information System (SIS). The student demographic data file that is used to upload multiple student accessibility features during the Optional Add Accessibility Features Window will be available for download on February 13.

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 [Forward Exam Order Form](#).

Read Aloud (Human Reader) Accommodation Prior Approval

The Read Aloud **accommodation** is different from the Read Aloud **designated support**. The accommodation is only available to a student with visual impairments who is receiving instruction in contracted braille but not yet proficient, and whose need is documented in an IEP or 504 plan. The student must meet all five criteria on the [Request for Read Aloud Accommodation Form for the Forward Exam](#). If a student requires the Read Aloud accommodation and meets the criteria stated on the form, the DAC must submit a *Request for Read Aloud Accommodation Form* to the Office of Educational Accountability. DPI will review the request, and if approved, activate the process. After receiving DPI approval, the DAC must assign the accommodation in the DRC INSIGHT Portal for the student prior to printing test tickets. Students who do not meet all criteria but require Read Aloud (a human reader) should use the Read Aloud designated support.

February Forward Exam Q&A Webinar

The second of three optional Forward Exam Q&A webinar sessions will take place on February 8, at 1:00 pm. 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. 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 8, please use this [Forward Exam Q&A webinar 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
PreACT Secure Technical Memo	Test blueprints, scores, and high-level content descriptions are outlined within this document.	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
February 1	PreACT Secure Test Administration #1 Webinar	PreACT Secure
February 3	Deadline to submit reconsiderations for ACT accommodations	ACT
February 6	Test materials begin to ship	ACT
February 8	Second DAC, SAC, and DTC Q&A Webinar	Forward
February 10	Test Administration #2 Webinar	ACT
February 13-24	Optional Add Accessibility Features Window in DRC INSIGHT Portal	Forward
February 16	Office Hours - Testing Virtual Students	ACT
February 24	Deadline to order additional test materials for Test Window 1	ACT
February 27	Paper accommodated test materials ordering window opens	PreACT Secure



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February 2023 Wisconsin Department of Public Instruction

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