



# Assessment Update for Parental Choice Schools

February 12, 2025

## WISCONSIN STATEWIDE ASSESSMENT SYSTEM UPDATES

### Assessment

#### New:

##### Test Participation

Test participation is an important part of accountability determinations and performance data validity. Please work with building leaders to plan for successful test administrations by:

- Monitoring test participation within each assessment's administrative platform.
- Communicating regularly with School Assessment Coordinators (SACs) to support participation, for example, scheduling makeup sessions when needed.
- Scheduling testing early in the test window to ensure time for makeup testing or other unforeseen circumstances.

##### [NCEO Resource on Participation in Statewide Assessments](#)

The National Center on Educational Outcomes (NCEO) has developed a tool kit that identifies and describes reasons why all students, including students with disabilities, English learners, and English learners with disabilities should participate in state tests.

LEAs and school administrators can use this tool as a guide when communicating with educators, families, and students about why it is so important that students participate in state assessments. This resource contains materials that LEAs as well as IEP Teams can use when making state test participation decisions for all students.

##### Test Participation and Accountability

The Office of Educational Accountability (OEA) would like to provide districts and schools with some reminders on the impact of test participation on state accountability. Please see below for more information.

##### [State Accountability](#)

DPI publishes school and district test participation on school and district report cards for informational purposes only. That is, test participation has no impact on report card scoring. This rule has been effective since the 2016-17 report cards. Please note that a minimum two years of 20 full academic year tested students are required to generate a report card score. If you have questions about accountability, please [contact OEA](#).

## Reminder:

### 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 needs to 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.

## ACT

### New:

#### Test Materials Shipping

ACT will begin shipping materials for Test Window 1 the week of February 17 and will continue to ship materials based on the shipping date schools selected in the Test Date Selection Survey. Instructions on how to track your shipment can be found in the [PearsonAccess<sup>next</sup> 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 including athletic coaches who have relatives testing on state test days 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 registering for MyACT can be found under [Step 4 of the Wisconsin ACT Website](#).

#### Newly Enrolled Students

ACT will automatically send testing materials and barcode labels for all students listed on your roster by January 31. To enroll students after January 31, follow the steps outlined under the **Add or Remove Student** section of the [PearsonAccess<sup>next</sup> User Guide](#). **Newly enrolled students will not automatically receive testing materials.** You must manually place an order for test materials within the PearsonAccess<sup>next</sup> site. Instructions for ordering additional test materials are outlined in the PearsonAccess<sup>next</sup> User Guide, within the **Requirements for Additional Materials Order** section.

#### Test Sessions

The window to create test sessions for Test Window 1 is now open. Instructions on how to create test sessions can be found in the [Online Test Administration Manual](#) (p. 38) and the [Create and Assign Test Sessions](#) tutorial video.

# 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<sup>next</sup> (PANext) and do not require prior approval from ACT. Instructions on how to enter supports can be found in the [PreACT Secure Online Administration Manual - Testing with Accessibility Supports](#) (p. 8). Please keep in mind the following when entering supports:

- All accommodated 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 may be entered individually or as a group by import/export.

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

# Forward Exam

## New:

### Student Data Upload

The student data submitted to DRC on January 28 will be available for users to view and edit on March 3. 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).

### Optional Add Accessibility Features Window is Now Open

During this **optional** window (February 10-21), 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. As a reminder, Text-to-Speech is now a Universal Support for all students and does not need to be assigned in the Portal. 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 3. Instructions for all three processes are available in the [DRC INSIGHT Portal Guide](#).

### Student Transfers

If a student moves into the district after data were uploaded to the DRC INSIGHT Portal on January 28, a student transfer request must be submitted to DRC. Only DRC can transfer a student record between districts in the DRC INSIGHT Portal, and only the DAC can request a student be transferred into their district (not out of their district). Transfer requests may be submitted now, but DRC will not begin transferring students in the Portal until March 3. There are three ways to request a student be transferred into your district:

- Use the [transfer spreadsheet](#)
- Use the DRC INSIGHT Portal transfer request form
- Call the DRC Help Desk

See the [DRC INSIGHT Portal Guide](#) for step-by-step instructions and the Testing Scenarios Table in the appendix for more information on student transfers throughout the testing window.

## Reminders:

### Important Set-up Information for Districts Using iPads

District and School technology staff should take the time to review the [Tech Bulletin: Cross-Website and Device Supervision Update for DRC INSIGHT on iPads](#). Sites using iPadOS 16.2 and higher no longer need to enable Cross-Website Tracking as long as the device is supervised and the domains are relaxed following the instructions in this tech bulletin. The tech bulletin includes an additional step to relax an app id when enabling device supervision. This step was only recently identified and therefore was not included in the [Technology User Guide](#) (Volume III, pages 34-35).

The new option to relax domains/app id is optional for districts that have Mobile Device Management (MDM) software compatible with this new functionality, but it is not required if things worked well for you last year. If you choose not to use this new functionality, or if you are using iPadOS 16.1.2 and below, you need to continue to enable Cross-Website tracking on iPads individually. The required iPad settings apply to any site that administers both WIDA and Wisconsin Forward testing (if you have both WIDA and Wisconsin listed as locations in your Central Office Services configuration).

### 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 a visual impairment 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](#). Students who do not meet all criteria but require Read Aloud (a human reader) should use the Read Aloud designated support.

### 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
<a href="#">Educator Involvement Application</a>	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
February 10-21	Optional Add Accessibility Features window	Forward
February 17	ACT begins shipping Test Window 1 test materials	ACT
February 17	Paper accommodated test material ordering window opens	PreACT Secure
February 25	PreACT Secure Technical Readiness Webinar	PreACT Secure
February 28	Deadline to order additional paper test materials: Test Window 1	ACT
March 3	Access to DRC INSIGHT Portal test sessions, student information, and ability to assign individual student accessibility features	Forward
March 11	<b>ACT Test Window 1: Paper standard testing date</b>	ACT
March 11-14, 17-21	<b>ACT Test Window 1: Administer online and accommodated testing (paper and online)</b>	ACT
March 17	<b>Forward, DLM, and PreACT Secure test windows begins</b>	WSAS



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