Assessment Update for Parental Choice Schools

February 15, 2023

WISCONSIN STATEWIDE ASSESSMENT SYSTEM UPDATES

Accountability

Reminder:

Test Participation and Accountability

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.

The Office of Educational Accountability (OEA) would like to provide 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.

Assessment

New:

District Assessment Coordinator (DAC) Confidentiality Agreements

DACs who have not already completed the 2022-23 [DAC Confidentiality Agreement](#) should do so now and submit to OEA by March 1. The form may be completed electronically and signed electronically using Acrobat Reader. Be sure to read the terms for each assessment and to **select the appropriate options on the ACT agreement prior to signing. The entire document needs to be submitted to OEA once signed**. DACS should also ensure staff involved in administering the assessments complete the [appropriate confidentiality forms](#) and retain the forms at the district or school level.

ACT

New:

Additional Materials Order - Deadline

The last day to order additional materials for **Test Window 1** is **February 24**. Test Coordinators should:

- Verify all students received materials for testing.
- Verify receipt of [Online Testing Materials Return Kit](#) if testing online.
- Order additional materials in PearsonAccess^next if needed. Instructions on how to place an additional order for standard materials can be found in the [PearsonAccess^next User Guide for the ACT](#). Contact ACT Accommodations (800-553-6244 Ext. 1788) to order accommodated materials.

Test Window 2 - Materials Receipt

Test materials for Test Window 2 will arrive the week of February 20. You will receive a single shipment that includes both secure and non-secure test materials.

- Instructions for tracking your shipment can be found in [PearsonAccess^next User Guide](#).
- Check and secure materials as outlined on page 27 of the [Test Coordinator Information Manual](#).
- 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.

Late Consideration for Accommodations - Deadline

The final day to submit a Qualified Exception to the Deadline (late consideration) for accommodations is **March 3**. A [Qualified Exception to Deadline Form](#) must be completed and submitted with all requests. Resources on how to enter accommodations can be found on the [Wisconsin ACT Website, Step 3 - Accommodation](#).

Testing Staff Training Session

DACs or Test Coordinators are required to host a training session for all testing staff (new and experienced) prior to testing. This training is separate from the briefing session on test day. The following resources provide information that should be included in your training:

- [Test Coordinator Information Manual](#) (starting on page 21)
- [Standard Paper ACT Test Administration Manual](#) (starting on page 15)
- [Paper Accommodations ACT Test Administration Manual](#) (starting on page 15)
- [Online/Online Accommodations ACT Test Administration Manual](#) (starting on page 22)
- Additional training tutorials can be found on the [Wisconsin ACT Website](#)

Student Preparation and Sample Tests

Free ACT practice tests and preparation materials can be found on the [DPI ACT Practice Tests and Sample Items webpage](#).

Reminders:

Online Testing Readiness

Districts testing online during Test Window 1, should have begun online site readiness tasks. Online site readiness resources are on the [Wisconsin ACT Website, Step 2 - Configuration, Complete Site Readiness for Online Testing](#).

Online Testing Administration

Test Coordinators should be actively creating and assigning students to test sessions in the PearsonAccess^next ACT portal. Instructions on how to create test sessions and assign students to a test session can be found in the Online Testing Administration Manual (page 38) and in the Create and Assign Test Sessions Tutorial. **Note:** The last day to switch from online to paper testing **and** to order materials is **February 24** for Test Window 1.

Forward Exam

New:

Student Transfers

If a student moved into the district after data were uploaded to the DRC INSIGHT Portal in January, a student transfer request must be submitted to DRC. Only DRC has the ability to transfer a student record between districts in the DRC INSIGHT Portal, and only the DAC can request a student be transferred into their district. Transfer requests may be submitted now, but DRC will not begin transferring the students in the Portal until March 6. 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 Help Desk. DACs cannot request to transfer a student out of their district.

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.

March Forward Exam Q&A Webinar

The final optional Forward Exam Q&A webinar session of 2023 will be on March 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 setup, 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. The first two Q&A sessions are currently posted. To join the webinar on March 8, please use this Forward Exam Q&A webinar Zoom link.

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.

Extended Testing Hours

Forward Exam testing is accessible from 7:00 am - 5:00 pm, Monday through Friday. Districts may once again opt to test students in-person on Tuesday, Wednesday, and Thursday evenings until 8:00 pm, and on Saturdays from 8:00 am to 4:00 pm during the testing window. In order to utilize the extended hours, DACs must complete and submit the Forward Exam - Extended Testing Hours Request Form for their district.

Optional Add Accessibility Features Window Now Open

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).

PreACT Secure
New:
PreACT Secure - Change to Late Start Policy
PreACT Secure testing should begin by 9:00 am. ACT has now agreed to allow schools to start testing any time before 1:30 pm. **Schools who begin testing after 9:00 am. will still need to submit an irregularity report.** An ACT irregularity report is needed for data collection purposes only. Tests that begin before 1:30 p.m. will not be invalidated. Information regarding this policy change is available under the Sequence and Timing the Test Section of the [PreACT Secure – Online Administration Manual](p. 27).

Note: This late start change only applies to PreACT Secure testing. **All 11th grade ACT testing must begin by 10:30 am.**

PreACT Secure Technical Memo - Revisions
ACT has revised the [PreACT Secure Technical Memo](link) to include additional details on reporting categories and skills for all subject tests.

Reminder:
Accommodations - PearsonAccess^next Portal
DPI has been informed of limitations with the accommodations entry process for PreACT Secure. At this time, PearsonAccess^next is not allowing the following accommodations to be entered:
- Human Reader
- Extended time for paper testing
- Accessible calculator
- Medical device
- Fidget device

ACT has been notified of these issues and are working to repair them. DPI strongly encourages the field to continue to enter all other student accommodations. DPI will provide updates on these repairs as they become available.

DAC Contact Update
Reminder:
Please [update District Assessment Coordinator (DAC) contact information](link) 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
[Forward Exam Extended Testing Hours Request Form](#)	Form DACs complete and submit to request extended testing hours for the 2023 Forward Exam Administration.	Forward
[Forward Exam Request for Read Aloud Accommodation Form](#)	Form DACs complete and submit to request the Read Aloud Accommodation for the 2023 Forward Exam Administration for students who qualify.	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 16	Office Hours - Testing Virtual Students	ACT
February 24	Deadline to order additional test materials for Test Window 1	ACT
February 24	Optional Add Accessibility Features Window in DRC INSIGHT Portal Ends	Forward
February 27	Paper accommodated test materials ordering window opens	PreACT Secure
March 3	Deadline to submit late accommodation considerations	ACT
March 6	District clean-up of Individual Student Demographic Data and assignment of Individual Student Supports and Accommodations in DRC INSIGHT Portal	Forward
March 7	**ACT Test Window 1 begins - administer paper standard testing**	**ACT**
March 8	Return March 7 paper testing materials	ACT
March 8	Final DAC, SAC, DTC Q&A webinar of 2023	Forward
March 10	Deadline to order paper test materials for Test Window 2	ACT