



# Assessment Update for Parental Choice Schools

February 16, 2022

## WISCONSIN STATEWIDE ASSESSMENT SYSTEM UPDATES

### ACT with writing

#### New:

#### 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 informational topics that should be included in your training:

- [Test Coordinator Information Manual](#) (starting on page 21)
- [Standard Paper ACT Test Administration Manual](#) (starting on page 13)
- [Paper Accommodations ACT Test Administration Manual](#) (starting on page 19)
- [Online/Online Accommodations ACT Test Administration Manual](#) (starting on page 25)
- Additional training tutorials can be found on the [Wisconsin ACT Website](#)

#### Reminders:

#### Online Testing Readiness

Districts need to complete site readiness for online testing by **February 24**. District Technology Coordinators should complete all activities outlined on the [Site Readiness Checklist](#), including running App Checks for TestNav and completing a Mock Administration within the [ACT PearsonAccessnext Training Site](#). All online site readiness resources can be found 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 ACT PearsonAccessnext 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 41) and in the [Create and Assign Test Sessions Tutorial](#). The last day to switch from online to paper testing and to order materials is **February 25** for Test Window 1 (March 8).

#### 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](#).

### Aspire

#### New:

#### Technology Readiness

As the start of the ACT Aspire assessment draws near, it is important that your test site meet the technical requirements before testing begins. Please review the [ACT Aspire Schedule of Events](#) for tasks and deadlines to complete for technical readiness. If you have not already done so, make sure to invite your District Technology Coordinator to both the Aspire Training website and the

live production site. Use the resources under the Configuration section (Step 2) on the [Wisconsin ACT Aspire Webpage](#) to configure systems for Aspire testing.

## Reminders:

### Student Data Upload

On February 11, DPI loaded choice student data into the Aspire PearsonAccess<sup>next</sup> portal (PAnext). In addition, for schools that are receiving the “private school report card” DPI also loaded their non-choice student data. Schools have access to their student rosters starting on **February 14** and should begin verifying enrollment.

### Adding students to PAnext

Instructions on how to enroll or transfer a student to your roster can be found in the [Aspire Test Coordinator Manual, Populate Student Data](#) and on the [Wisconsin ACT Website, Step 2- Configuration, Manage Student Information](#).

### Personal Needs Profiles

Once your student roster has been verified, Test Coordinators should begin to enter student accommodations and supports through Personal Needs Profiles (PNPs) in PAnext. Please see the Wisconsin [ACT Website, Step 3 - Accommodation](#), for the Aspire Accessibility Supports Guide and additional resources on how to enter student PNPs.

## Forward Exam

### New:

#### Student Transfers

If a student moves into the district after the data are uploaded 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 7. 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.

## Reminders:

### Test Administration Script Spanish Translation

The Forward Exam Test Administration Script is available in Spanish on the [Forward Exam Resources webpage](#). This resource can be used to administer the Forward Exam in conjunction with the Spanish stacked translation and small group translation supports.

### Technology System Requirements

DACs and DTCs should review the system requirements documentation for the 2021-22 administration to ensure their testing devices are meeting the minimum requirements for testing. DTCs should confirm that the district testing devices can support the operating system that is required for running INSIGHT. 2022 technology system requirements for student testing devices are available on the [Forward Exam Technology Requirements webpage](#).

### Optional Add Accessibility Features Window is now Open

This is an **optional window** (February 14-25) in which districts may use the Multiple Student Upload (MSU) process to upload designated supports and accommodations for multiple students at one time into the DRC INSIGHT Portal. This two-week window is the only time this option is available. Districts may instead select to enter accessibility features into the DRC INSIGHT Portal on an individual student or “mass assign” basis as needed, beginning March 7. Instructions for all three processes are available in the [DRC INSIGHT Portal Guide](#).

### 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](#).

## 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
February 14-25	Optional Add Accessibility Window using the MSU process	Forward
February 24	Complete site readiness for online testing	ACT
February 25	Deadline to order additional test materials for Test Window 1	ACT
March 4	Prepare test sessions	ACT
March 4	Last day to enter Qualified Exceptions to the Deadline for ACT Accommodations/EL Supports	ACT
March 4	Last day to enter accommodations/EL supports to receive barcodes.	Aspire
March 7- May 6	District clean-up of individual student demographic data and assign individual student supports and accommodations in the DRC INSIGHT Portal	Forward
<b>March 8</b>	<b>ACT Test Window 1 begins</b>	<b>ACT</b>
March 9	Third DAC, SAC, and DTC Q&A Webinar	Forward
March 10	Aspire Test Administration #2 Webinar	Aspire



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