



Assessment Update for Parental Choice Schools

February 2, 2022

WISCONSIN STATEWIDE ASSESSMENT SYSTEM UPDATES

ACT with writing

New:

Test Materials Shipping

ACT will begin shipping materials for Test Window 1 (March 8) the week of February 7 and will continue to ship materials based on the shipping date selected in the PAnext portal. Instructions on how to track your shipment can be found in the [PAnext User Guide](#). 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, reach out to ACT immediately.

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 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](#).

Training

DACs and Test Coordinators should register and attend the upcoming Test Administration #2 webinar held on February 10, 10:30am. To register for this training and to view all ACT training opportunities, visit the [DPI ACT Trainings webpage](#).

Reminders:

Online Testing

There is no remote proctoring of the ACT. All paper and online testing must be administered in-person. If you haven't already done so, complete site readiness activities with your technical coordinator. Resources and training tutorials for all site readiness activities are located on the [Wisconsin ACT Website - Step 2 Configuration](#).

Newly Enrolled Students

ACT will automatically send testing materials and barcode labels for all students who were listed on your roster by the January 21 deadline. To enroll students after January 21, follow the steps outlined under the **Add or Remove Student** section of the [PAnext User Guide](#). Newly enrolled students will not automatically receive testing materials. You must manually place an order for test materials within the PAnext system. Instructions for ordering additional test materials are outlined in the PAnext User Guide, **Requirements for Additional Materials Order**.

Aspire

New:

Extended Testing Hours

DPI is offering optional extended testing hours for the Spring 2022 ACT Aspire assessment. Districts may now opt to test students, in-person, Monday through Friday after hours (5:00pm-9:00pm CST) or on Saturdays between 7:00am-9:00pm CST during the testing window. **Districts should be aware that no help desk or technical support will be available from ACT or DPI for testing during extended hours.** In order to utilize the extended hours, DACs must complete the [ACT Aspire - Extended Testing Hours Request Form](#) for each school within their district that is requesting extended hours. The request form must be **submitted two weeks prior** to the planned extended hour testing day.

Training

DACs, Test Coordinators and Technology Coordinators should register and attend the upcoming Test Administration #1 webinar held on February 8, 10:30am and the Technology Readiness webinar on February 15, 10:30am. To register for these trainings and to view all Aspire training opportunities, visit the [DPI ACT Aspire Trainings webpage](#).

Reminder:

2022 Aspire Administration

The 2022 Aspire PAnext portal is now open. New DACs should have received an email from ACT granting access to the Aspire PAnext portal. If you did not receive an email, please contact [Duane Dorn](#). DACs should now review and assign testing roles for staff within the portal. Instructions on how to assign roles to testing staff can be found on the [Wisconsin ACT Website, Step-1, Make Staff Arrangements](#).

Forward Exam

New:

Optional Add Accessibility Features Window Begins February 14

During this **optional window** (February 14-25), 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 window is the only time this option 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 7. Instructions for all three processes are available in the [DRC INSIGHT Portal Guide](#).

Student Data Upload

The student data submitted to DRC on January 19 will be available for users to view and edit on March 7. 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 will be available for download on February 14.

Reminders:

Forward Exam Q&A webinar

On February 9 at 1:00 pm the second 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 February 9, please use this [Forward Exam Q&A webinar session Zoom link](#). See the [Forward Exam webpage](#) for calendar dates, information, and resources.

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. **Districts should be aware that no help desk or technical support will be available from DRC or DPI for testing during extended hours.** In order to utilize the extended hours, **DACs must complete and submit the [Forward Exam - Extended Testing Hours Request Form](#)** for their district. The request form **must be submitted a minimum of one week prior** to the planned extended hour testing day.

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 7	Early test material receipt week (if selected in PAnext)	ACT
February 8	Aspire Test Administration #1 Webinar	Aspire
February 9	2nd Q&A Webinar for DACs, DTCs, and SACs	Forward
February 10	ACT Test Administration #2 Webinar	ACT
February 11	DPI uploads student rosters in PAnext	Aspire
February 14	Student rosters are available in PAnext - begin entering accommodations and EL supports	Aspire
February 14	Start of the Optional Add Accessibility Window	Forward
February 15	Aspire Technology Readiness Webinar	Aspire
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 8	ACT Test Window 1 begins	ACT
March 10	Aspire Test Administration #2 Webinar	Aspire



Division of Student and School Success
Office of Educational Accountability
(608) 267-1072

February 2022 Wisconsin Department of Public Instruction

The Wisconsin Department of Public Instruction does not discriminate on the basis of sex, race, color, religion, creed, age, national origin, ancestry, pregnancy, marital status or parental status, sexual orientation, or ability and provides equal access to the Boy Scouts of America and other designated youth groups.