



Assessment Update for Parental Choice Schools

February 23, 2022

WISCONSIN STATEWIDE ASSESSMENT SYSTEM UPDATES

ACT with writing

New:

Deadline: Last Day to Order Test Materials

The last day to order test materials for March 8 paper testing is **February 24**. Please verify that all newly enrolled students have been added to your roster and test materials have been ordered. Instructions on how to place additional orders can be found in the [PearsonAccessNext User Guide](#).

Online Testing - Test Sessions

For schools administering the ACT online, test sessions should be created and students assigned to those test sessions by **March 7**. Instructions on how to create test sessions and assign students to those test sessions can be found in the [Online ACT Test Administration Manual](#) (p. 41).

Reminders:

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](#)

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](#).

Aspire

Reminders:

Technology Readiness

It is important that your test site meets all technical requirements before Aspire testing begins. Please review the [ACT Aspire Schedule of Events](#) for tasks and deadlines to complete technical readiness. 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.

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:

2022 Forward Exam Required Trainings

The required Forward Exam trainings for District and School Assessment Coordinators (DACs/SACs) and Test Administrators (TAs) are available on the [Forward Exam Trainings webpage](#).

Forward Exam Q&A webinar

On March 9 at 1:00 pm the last optional Q&A webinar session of 2021-22 will take place. 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 March 9, please use this [Forward Exam Q&A webinar session Zoom link](#).

Reminders:

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.

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](#).

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 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 4	Schools can begin to prepare online test sessions and precache test content for Test Window 1	ACT
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
March 8	ACT Test Window 1 begins/administer paper standard testing	ACT
March 9	Return March 8 paper testing materials	ACT
March 9	Third DAC, SAC, and DTC Q&A Webinar	Forward
March 11	Last day to order paper test materials for Test Window 2 (March 22)	ACT
March 10	Aspire Test Administration #2 Webinar	Aspire
March 15	Deadline for March 8 paper materials to be returned to ACT	ACT

March 17	Last day to administer Online Testing, Test Window 1	ACT
March 17	Purge cached test content from all proctor caching computers	ACT
March 18	Last day to administer Paper Accommodated Testing, Test Window 1	ACT
March 21	Receive Aspire paper materials this week for accommodations placed by March 4	Aspire
March 21	Return all test materials for Paper Accommodated Testing and Online Testing, Test Window 1	ACT
March 21	Forward Exam test window opens	Forward
March 22	ACT Test Window 2 begins/Administer paper standard testing	ACT
March 25	Deadline for Test Window 1 Paper Accommodated Testing and Online Testing materials to be returned to ACT	ACT
March 31	Last day to administer Online Testing, Test Window 2	ACT
March 31	Purge cached test content from all proctor caching computers	ACT
April 1	Last day to administer Paper Accommodated Testing, Test Window 2	ACT
April 4	Return all test materials for Paper Accommodated Testing and Online Testing, Test Window 2	ACT



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