



Assessment Update for Parental Choice Schools

February 28, 2025

WISCONSIN STATEWIDE ASSESSMENT SYSTEM UPDATES

Assessment

Reminders:

The Assessment Professional Learning Series is going virtual!

The Assessment Professional Learning Series is now being offered virtually to offer more opportunities for educators, schools and districts to take advantage of this [FREE virtual learning](#). These sessions offer dedicated time for synchronous virtual professional learning with educators around the state provided by CESA Assessment Specialists. Participants will also have access to resources for asynchronous learning between sessions. In addition to this learning, in-district coaching support is also available within each local CESA. Please register by April 30.

Topics and dates:

- Performance Based Assessments: March 6, March 13, April 10 and April 24; 3:30-5pm
- Formative Assessment Practices: April 8, April 15, April 29 and May 6; 3:30-5:30 pm
- Classroom End of Unit Assessments and Data Use: April 30, May 14 and May 28; 3-5pm
- Educator Created Interim Assessments: June 12 and June 17; 8am-12pm

Contact [Renee Jadin-Rice](#) for more information.

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:

Additional Materials Order - Deadline

The last day to order additional materials for **Test Window 1** is **Friday, February 28**. Test Coordinators should:

- Verify all students are on your roster.
- Verify all students received materials for testing.
- 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.

Note: ACT will not ship customized student MyACT registration sheets for newly enrolled students. Test Coordinators will need to manually create those for students and provide them with a printed copy of [Taking the ACT](#). Instructions can be found in the MyACT User Guide for Test Coordinators under [Step 4 of the Wisconsin ACT webpage](#).

Online Testing Readiness

Districts testing online during Test Window 1 should have begun online site readiness tasks. Please review the [ACT Updates email sent on February 24](#) for **Technical Tips**. All online site readiness resources are on the [Wisconsin ACT Website, Step 2 - Configuration, Complete Site Readiness for Online Testing](#).

Accommodations - Qualified Exception to the Deadline

The final day to submit a Qualified Exception to the Deadline (late consideration) for accommodations is **March 7**. A [Qualified Exception to the 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 webpage](#).

Reminders:

Online Testing Administration

Test Coordinators should be actively creating and assigning students to test sessions in the [PearsonAccess^{next} ACT portal](#) for Test Window 1. Instructions on how to create test sessions and assign students to a test session can be found in the [Online Testing Administration Manual](#) (p. 38) and in the [Create and Assign Test Sessions Tutorial](#).

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 14)
- [Paper Accommodations ACT Test Administration Manual](#) (starting on page 16)
- [Online/Online Accommodations ACT Test Administration Manual](#) (starting on page 23)
- Additional training tutorials can be found on the [Wisconsin ACT Website](#)

PreACT Secure

New:

Test Administration #2 Webinar

The PreACT Secure Test Administration #2 Webinar will be held on Tuesday, March 4. DPI strongly recommends that all test coordinators attend this training. Visit the [PreACT Secure Trainings webpage](#) to register for this event.

Reminders:

Online Testing Readiness

Districts may begin online site readiness tasks for PreACT Secure. Technical readiness resources are on the [Wisconsin PreACT Secure Website, Step 2 - Complete Site Readiness](#).

Creating Test Sessions

Once Test Coordinators have verified enrollment and entered accommodations for students, they may begin creating test sessions and assigning students to those test sessions in the [PearsonAccess^{next} PreACT Secure portal](#). Instructions on how to create test sessions can be found in the [Online Testing Administration Manual](#).

Paper Accommodated Material Orders

The window to order PreACT Secure paper accommodated materials is now open. Test Coordinators should make sure all paper testers are marked with a test delivery format of paper and an order placed for test materials in PearsonAccess^{next}. Instructions on how to change the test delivery format and order paper accommodated materials can be found in the [PearsonAccess^{next} User Guide for the PreACT Secure](#).

Forward Exam

New:

2025 Forward Exam Required Trainings

With the test window quickly approaching, be sure staff view required training materials.

- All Test Administrators (TAs) are required to view the DPI provided Forward Exam Test Administrator Training video available on the [Forward Exam Trainings webpage](#).
- District Technology Coordinators (DTCs) should refer to the DTC training videos, available on the [Forward Exam Technology Resources and Requirements webpage](#), prior to the setup of testing devices.
- District and School Assistant Coordinators (DAC/SAC) are required to view one of the DAC/SAC training videos available on the [Forward Exam Trainings webpage](#).

Technology Set-up and Device Readiness

A Site Technology Readiness Checklist is available on the [Technology Resource and Requirements webpage](#). Technology Coordinators should also verify:

- Device resolution is 1024 x 768 or better (see testing device requirements in the [System Requirements](#)) and that the zoom is 100% to allow test questions to render correctly.
- “Allow App to Manage Power” is turned off (see [Technology User Guide Volume III](#), p. 42, Step 20) to prevent Chromebooks from going to “sleep” during testing.
- The necessary URLs are allowed on firewalls and content filters.
- The DRC INSIGHT software is installed on testing devices and is up to date. If local firewalls are used on COS Service Devices and/or testing devices, make sure they do not restrict testing traffic.
- The right test content is downloaded and up to date using COS Content Management.
- A system readiness check is performed on student devices prior to testing.
- The onscreen keyboard is disabled for the short write tasks.
- The keyboard is set to “US Keyboard”.
- All apps running in the background are stopped or temporarily disabled prior to testing ([DRC Technology User Guide Volume I](#) p. 22). These apps include but are not limited to:
 - Automatic Operating System Updates
 - Intelligent personal assistant (IPA) software (e.g., Siri, Cortana)
 - AI features and chatbots (e.g., Microsoft Copilot, Apple Intelligence, Google Gemini, ChatGPT)
 - Collaboration tools (e.g., Zoom, MS Teams, Google Chat, Google Meet)
 - Other Background Processes – (e.g., virtual keyboards, grammar tools (e.g., Grammarly), classroom monitoring tools)
 - Screen capture software

- Ensure sufficient COS Service Device capacity for the number of concurrent testers by reviewing [System Requirements](#) (System requirements p. 3, example configurations p. 4). Also review the [Tech Bulletin: Maximizing COS-SD Performance for Wisconsin Forward Testing](#). As a reminder, there are increased Service Device requirements as a result of Text-to-Speech (TTS) being available as a universal support, which began with the spring 2024 administration. Remember that the System Readiness Check does not validate sufficient COS-SD capacity because it does not know how many concurrent testers there will be. This is something that must be verified separately.

Reminders:

Testing Checklists

The Prior to Testing Checklist is currently available on the [Forward Exam Resources webpage](#). This is not a comprehensive list to get ready for testing, only a quick double check prior to testing to make sure you are on track. Comprehensive checklists for District/School Assessment Coordinators and Test Administrators are available on the [Forward Exam Resources webpage](#).

Stacked Translation

Schools should determine which stacked translation should be assigned to a student prior to testing. This can be accomplished by allowing the student to use the stacked translation designated support on the Forward Exam Practice Test with English (STE) audio and Spanish (STS) to decide which would be more beneficial during actual testing. The stacked translation assignment cannot be changed in the portal once a student has started testing. It is not possible to have both the English and Spanish audio on the same test form. Districts will receive an error message in the DRC INSIGHT Portal if they attempt to assign both. Note that if the student requires occasional text read in the other language (English or Spanish), you may assign the Read Aloud (Human Reader) Designated Support in either English or Spanish in addition to the stacked translation.

For students assigned 'Stacked Translation (Spanish) with Spanish (STS) Audio' test administrators may opt to use the Spanish version of the Test Administration Script available on the [Forward Exam Resources 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 [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
Educator Involvement Application	Educators may apply for 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 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 4	PreACT Secure Test Admin #2 Webinar	PreACT Secure
March 11	ACT Test Window 1: Paper standard testing date	ACT
March 11-14, 17-21	ACT Test Window 1: Administer online and accommodated testing (paper and online)	ACT
March 12	Return all standard paper testing materials from March 11 test administration	ACT
March 17	Forward, DLM, and PreACT Secure test windows begins	WSAS
March 24	Return all paper accommodated test materials for Test Window 1	ACT



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February 2025 Wisconsin Department of Public Instruction

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