



Assessment Update for Parental Choice Schools

February 9, 2022

WISCONSIN STATEWIDE ASSESSMENT SYSTEM UPDATES

ACT with writing

New:

Online Testing Readiness

Districts need to complete site readiness for online testing by **February 24**. District Technical 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](#).

Reminders:

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](#).

Aspire

New:

Student Data Upload

On February 11, DPI will load choice student data into the Aspire PearsonAccess^{next} portal (PAnext). In addition, for schools that are receiving the “private school report card” DPI will also load their non-choice student data. Schools will have access to their student rosters 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 - Accommodations](#), for the Aspire Accessibility Supports Guide and additional resources on how to enter student PNPs.

Reminders:

Extended Testing Hours

DPI is offering optional extended testing hours for the 2021-22 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 Technology Readiness webinar on February 15, at 10:30am. To register for this training and to view all Aspire training opportunities, visit the [DPI ACT Aspire Trainings webpage](#).

Forward Exam

New:

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 required 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](#).

Reminders:

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.

Extended Testing Hours

Forward Exam testing is accessible from 7:00am-5:00pm, Monday through Friday. Districts may once again opt to test students in-person on Tuesday, Wednesday, and Thursday evenings until 8:00pm, and on Saturdays from 8:00am to 4:00pm 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 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



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February 2022 Wisconsin Department of Public Instruction

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