



# Assessment Update for Parental Choice Schools

March 16, 2023

## WISCONSIN STATEWIDE ASSESSMENT SYSTEM UPDATES

### Assessment

#### Reminder:

##### Test Participation

Statewide assessments are required by state law. Participation of all enrolled choice students ensures the validity of test results used for state accountability determinations, public reporting, and continuous improvement.

Please work with building leaders to plan for successful test administrations by:

- Testing as soon as the test windows open and completing the entire or majority of the testing during the earlier part of the windows.
- Scheduling time for make-up assessments to ensure completion within the windows.
- Planning your testing schedule around local cultural events, holidays, and activities to allow students to do their best.
- Regularly monitoring test participation within each assessment's administrative platform to ensure greater than 95 percent participation for all students and student groups.

Visit the Assessment in Wisconsin website for testing dates, information on each assessment, and resources including brochures for families and parent letter templates. Please direct assessment related questions to [osamail@dpi.wi.gov](mailto:osamail@dpi.wi.gov) and accountability questions to [oeamail@dpi.wi.gov](mailto:oeamail@dpi.wi.gov).

### ACT

#### New:

##### Testing Updates

Thank you for your hard work administering the ACT during Test Window 1. The majority of testing has been completed, and online testing continues to go well (technical interruptions to online testing have been resolved).

##### Test Window 1 Reminders

- Paper Accommodated Testing: will conclude on Friday, March 17
- Online Testing (paper and accommodated): will conclude on Thursday, March 16
- Paper accommodated and online testing materials pick-up: March 20
- MyACT student registrations must be completed **no later than two days post testing**

Once testing is complete, pack and return all test materials according to the instructions found in the [Test Coordinator Information Manual](#) and [Test Administration Manuals](#). **Late arriving answer documents will not be scored.** Secure test materials are specific to each testing day/window and **cannot be used for make-up testing.** Return all test materials and purge test content from proctor caching computers by the dates identified in the [2023 ACT Schedule of Events](#).

## Students Affected by March 7 Online Testing Interruptions

- Continue testing from the subject and remaining timing when disruption occurred (will **not** need to retest the entire ACT battery).
- Receive the correct timing for all remaining subjects.
- Complete the remaining test items in one sitting.

Schools **now have until Friday, March 17 to complete testing** for these students. Students who are unable to complete testing by March 17 will need to be rescheduled for Test Window 2 or 3 and will be required to retest the entire ACT battery. ACT has contacted schools who have affected students with instructions on how to resume testing. If you have students who need to resume testing and were not contacted by ACT, please reach out to [Nikki Braconier](#).

## Preparing for Make-up Testing

Please see the [2023 ACT Schedule of Events](#) for all additional testing windows and material ordering deadlines. **Tuesday, March 21 marks the start of Test Window 2.**

- Schools may use online testing in place of paper testing for make-ups. Test online make-ups with any remaining online testing dates available throughout the testing windows.
- Instructions on how to switch students from paper testing to online testing is outlined in the [Switching from Paper to Online Testing](#) document.
- Schools can create new test sessions for Test Window 2 starting March 15.
- Order paper materials for Test Window 3 March 21-31.

## PreACT Secure

### New:

#### Test Window

The PreACT Secure testing window begins March 20 and runs through April 28. Please make sure you download and reference the [2023 PreACT Schedule of Events](#) for all assessment tasks and deadlines.

## Preparing Testing Staff - Testing Staff Training Session

DACs or Test Coordinators are required to host a training session for all testing staff prior to testing. This training is separate from the briefing session on test day. The Staff Training section of [PreACT Secure Test Coordinator Information Manual](#) (p. 20) outlines information that should be included in your training. DPI also encourages staff to attend or view the recordings of our PreACT Secure training webinars and Office Hours.

Upcoming Training Event:

- Office Hours #2: March 27, 10:00-11:00 am

All PreACT Secure training opportunities and recordings can be found on the [DPI PreACT Secure Trainings webpage](#).

## Reminders:

### Test Sessions

Test Coordinators should be actively creating and assigning students to test sessions in the [PearsonAccess<sup>next</sup> PreACT Secure portal](#) and can continue to do so throughout the test window. Instructions on how to create test sessions and assign students to a test session can be found under the Setting Up Test Sessions section of the PreACT Secure Online Administration Manual (p. 17) or within the recording of [PreACT Secure Test Administration #1 webinar](#). **Note:** All student accommodations must be assigned prior to putting students into test sessions.

## Tech Readiness

It is important that your test site meets all technical requirements before PreACT Secure testing begins. Please review the PreACT Secure Schedule of Events for tasks and deadlines to complete technical readiness. Use the resources under the Configuration section (Step 2) on the [Wisconsin PreACT Secure Webpage](#) to configure systems for testing. Technical Coordinators and Test Coordinators should review the [Technical Readiness webinar](#).

## Forward Exam

### New:

#### Forward Exam Test Window Opens March 20

The Forward Exam test window opens on March 20. The Prior to Testing Checklist is 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. Please test early in the window to allow adequate time for make-up sessions. All testing must be completed by April 28.

#### Tips for Forward Testing

- Ensure 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.
- Have IT staff verify that “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.
- Accessibility features must be entered on an individual student basis or with the mass upload of common features (see [DRC INSIGHT Portal Guide](#), pp. 18-19). The Multiple Student Upload (MSU) cannot be used to upload accommodations and supports during the test window.
- All purge requests must go through DPI (see [DRC INSIGHT Portal Guide](#), pp. 33-35).
- DO NOT distribute test tickets when using the practice test (Online Tools Training or Item Sampler). Hold test tickets to distribute only when doing the actual Forward Exam.
- Set-up and device readiness:
  - Verify that the necessary URLs are allowed on firewalls and content filters.
  - Verify that 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.
  - Verify that the right test content is downloaded and up to date using COS Content Management.
  - Perform a system readiness check on student devices prior to testing.
  - Verify that the onscreen keyboard is disabled for the Text Dependent Analysis (TDA).
  - Verify that the keyboard is set to “US Keyboard”.
  - Verify that the Xbox Game Bar is disabled on Windows devices.

#### Read Aloud (Human Reader) Accommodation Prior Approval

The Read Aloud accommodation is different from the Read Aloud designated support. The accommodation is only available to a student with visual impairments who is receiving instruction in contracted braille but not yet proficient, and whose need is documented in an IEP or 504 plan. The student must meet all five criteria on the [Request for Read Aloud Accommodation Form for the Forward Exam](#). If a student requires the Read Aloud accommodation and meets the criteria stated on the form, the DAC must submit a Request for Read Aloud Accommodation Form to the Office of Educational Accountability. DPI will review the request, and if approved, activate the process. After receiving DPI approval, the DAC must assign the accommodation in the DRC

INSIGHT Portal for the student prior to printing test tickets. Students who do not meet all criteria but require Read Aloud (a human reader) should use the Read Aloud designated support.

## Reminders:

### 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](#).

### Test Set-up is Now Open

DACs and SACs can now edit or create test sessions, edit student data, enter accessibility features on an individual student or mass-assign basis, enter not-tested codes, and print test tickets in the DRC INSIGHT Portal. The [DRC INSIGHT Portal Guide](#) contains step-by-step instructions for these tasks.

### Technology System Requirements

DACs and DTCs should review the hardware and operating system requirements documentation (updated in February) for the 2022-23 administration to ensure student devices meet the minimum requirements for testing. Updated 2023 technology system requirements for student testing devices is now available on the [Forward Exam Technology Requirements webpage](#).

## DAC Contact Update

### Reminder:

Please [update District Assessment Coordinator \(DAC\) contact information](#) as contact information or staffing changes occur throughout the year. The information provided is used to:

- Ensure DACs receive regular assessment and accountability updates, and
- Upload information into vendor portals to ensure DACs have annual permissions.

## 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
<a href="#">System Requirements</a>	Updated (February) hardware and operating system requirements documentation for the 2022-23 administration to ensure student devices meet the minimum requirements for testing.	Forward

# Important Dates to Remember

Be sure to refer to each specific assessment calendar for a complete list of key dates.

Date	Event	Program
March 16	Purge cached ACT test content from Test Window 1	ACT
March 17	Prepare and precache Test Window 2 test sessions	ACT
March 20	Return Test Window 1 accommodated and online test materials	ACT
<b>March 20</b>	Forward Exam test window opens	Forward
<b>March 20</b>	PreACT Secure test window opens	PreACT Secure
<b>March 21</b>	Test Window 2 begins/paper standard time administration	ACT
March 22	Return March 21 paper testing materials	ACT
March 30	Purge cached ACT test content from Test Window 2	ACT
March 31	Deadline to order test materials for Test Window 3	ACT
April 3	Return Test Window 2 accommodated and online test materials	ACT
April 7	Deadline to order paper accommodated test materials	PreACT Secure
April 11	Test Window 3 begins/ <b>final paper standard administration date</b>	ACT



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