



Assessment Update for Parental Choice Schools

March 2, 2022

WISCONSIN STATEWIDE ASSESSMENT SYSTEM UPDATES

ACT with writing

New:

Test Window 1 Dates

March 8: Paper Administration

March 8-11, 14-18: Paper Administration for Accommodations

March 8-10, 15-17: Online Testing (Standard and Online Accommodations)

Note: Online testing can only be administered Tuesday-Thursday. Testing outside of these days will result in a misadministration.

Final Testing Reminders for Test Window 1

Test Window 1 begins March 8. All testing staff must be trained prior to administration and a staff briefing session must be held the day of testing. Test books and approved accommodation materials are specific to each test date/window. You must test accommodated students with approved accommodated materials sent by ACT. Each type of administration (paper, online, timing codes) requires its own room and failure to test separately will result in a misadministration.

For schools testing online, you can prepare your online test sessions and precache content beginning March 4. DPI strongly encourages running a mock administration and preparing test sessions early. Please see the [ACT Online Testing Administration Manual](#) (p. 45) on how to prepare test sessions. Resources for proctor caching and other online site readiness requirements can be found on the [Wisconsin ACT Website, Step-2 Configuration](#) and the [ACT Technical Guide for Online Testing](#).

Emergency and Inclement Weather Policy

Please review, print, and share the [ACT Emergency and Inclement Weather Plan](#). This plan provides instructions to schools on what to do if school is delayed or closed on test day due to weather or another emergency.

Deadline - Accommodations Late Consideration

The deadline to submit any final accommodation late consideration requests for spring 2022 ACT testing is **March 4**. Requests for reasons other than those listed in the [Qualified Exceptions to the Deadline Form](#) will not be reviewed. A completed Qualified Exceptions to the Deadline form must be submitted with your request.

Reminder:

MyACT Non-Testing Activities

MyACT materials arrived with your test materials shipment. Schools should have distributed one copy of the [Taking the ACT Test booklet](#) and an individualized [MyACT Non-Test Instructions](#) to each student. 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:

Changing PNPs and Paper Materials Deadline

Test Coordinators should be actively entering student accommodations and supports through Personal Needs Profiles (PNPs) in PAnext. Student PNPs should be entered prior to assigning students to test sessions. If a change to a PNP is needed after a student has been assigned to a test session, you must remove the student from the test first, update the PNP, and then add the student back to a test session. As a reminder, to receive barcodes for paper accommodated students, PNPs must be in PAnext by **March 4**. Please see the Wisconsin [ACT Website, Step 3 - Accommodation](#), for the Aspire Accessibility Supports Guide and additional resources on how to enter student PNPs.

Upcoming Training Opportunities

DACs and TCs are encouraged to attend the March 10 Aspire Test Administration #2 webinar and the March 15 Chat with an Expert webinar. Registration information and all recordings of previous trainings can be found on the [DPI Aspire Trainings webpage](#).

Forward Exam

New:

Read Aloud 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 should use the Read Aloud designated support. The vast majority of students who have Read Aloud as a support specified in their IEP or 504 plan should be assigned the designated support. Students who use the Read Aloud accommodation without prior DPI approval may have the ELA portion of their test invalidated due to the use of an inappropriate accommodation.

System Requirements

System requirements were recently updated. DACs and DTCs should review pages 2-4 of the system requirements documentation for the 2021-22 administration to learn about updates, and to ensure their testing devices are meeting the minimum requirements for testing. System requirements for student testing devices are available on the [Forward Exam Technology Requirements webpage](#).

Reminders:

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](#).

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 - Assessment Updates and Resources](#)

Important Dates to Remember

Date	Event	Assessment
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 precash 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 10	Aspire Test Administration #2 Webinar	Aspire

March 11	Last day to order paper test materials for Test Window 2 (March 22)	ACT
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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March 2022 Wisconsin Department of Public Instruction

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