



# Assessment Update for Parental Choice Schools

March 21, 2024

## WISCONSIN STATEWIDE ASSESSMENT SYSTEM UPDATES

### Assessment

#### Reminder:

##### Test Participation

Statewide assessments are required by state law. Participation of all enrolled 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:

- 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.
- Planning to administer the English Language Arts (ELA) portion of the Forward Exam early in the test window.
- Regularly monitoring test participation within each assessment's administrative platform to ensure greater than 95 percent participation for all students and student groups.
- Working with your virtual schools to ensure they are testing all students enrolled in tested grades.

### ACT

#### New:

##### Test Window 1 Reminders

Paper standard testing concluded on March 12 and paper accommodated and online testing will conclude March 22. Upon completion, pack and return all test materials according to the instructions in the [Test Coordinator Information Manual](#) and [Test Administration Manuals](#).

Return all test materials and purge test content from proctor caching computers by the dates in the [2024 ACT Schedule of Events](#). Review the [March 6 ACT program email](#) for additional reminders and preparations for Test Window 2.

##### Test Window 2

ACT Test Window 2 starts Tuesday, March 26. Reminders:

- March 26: Paper standard testing
- March 26-29, April 1-5: All online testing and paper accommodated testing
- Secure materials arrive this week
- Order an [online material return kit](#) for make-up testing if needed
- Student MyACT account registrations must be completed within two days post testing
- Review [2024 ACT Schedule of Events](#) for all Test Window 2 tasks and deadlines

### **Test Window 3 -Material Order Deadline**

April 9 is the final standard paper testing date for ACT. The last day to order paper testing materials for Test Window 3 is **March 29**.

## **PreACT Secure**

### **New:**

#### **PreACT Secure Test Window**

The PreACT Secure test window opened on March 18. All testing must be completed by April 26. Checklists for both [Test Coordinators](#) and [Technical Coordinators](#) are provided to make sure you are on track for the 2024 administration. Please test early in the window to allow adequate time for make-up sessions. All testing must be completed by April 26. Please see the [March 13 PreACT Secure program email](#) for testing resources and reminders.

## **Forward Exam**

### **New:**

#### **Technical Issues**

We appreciate your understanding as DRC, the testing vendor, worked to resolve technical issues that impacted testing in some of our schools. Schools may need to increase the capacity of their Central Processing Unit (CPU) or the number of Central Office Services (COS) devices to handle the increased downloads of the Text-to-Speech (TTS) universal support. On Wednesday, some students were unable to access certain content area tests. DRC investigated and found this was due to not all district COS devices receiving the nightly update on Tuesday, March 19. To resolve this issue, DRC is confirming that each district COS receives the automatic update tonight. Please refer to DRC email communications for more information. Contact [Alison O'Hara](#), [Jennifer Teasdale](#), or the [DRC Helpdesk](#) with questions or concerns.

### **Reminders:**

#### **Forward Exam Test Window Opened March 18**

The Forward Exam test window opened on March 18. Districts should plan to schedule ELA sessions (particularly sessions 2 and 3) within the first three weeks of the testing window. This will allow the testing vendor to pull as many student responses as possible for the Rangefinding event in mid-April. During Rangefinding, the participants (Wisconsin educators) will finalize the short write rubrics, approve scoring guides, and select anchor, training, and qualifying papers used by evaluators to score the Forward Exam ELA short write tasks. All testing must be completed by April 26.

#### **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](#).

## 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)
  - 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 (e.g. Microsoft Game Bar)

## Assessment

### Reminder:

#### Non-tested Codes in the Portal

Please ensure that all non-tested students have the appropriate not-tested code entered in the vendor portal for that assessment. For example, students excused by parent opt-out should be appropriately coded in the vendor portal. Instructions for entering non-tested codes are available on each assessment’s webpage and will be shared in a future Assessment Update.

Schools/districts should maintain records of parent opt-out requests.

## 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="#">ACT and PreACT Secure Technical Updates and Tips</a> | This email includes import technical updates to the ACT and PreACT Secure online testing requirements and other technical tips. | ACT/PreACT Secure |

## Important Dates to Remember

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

| Date            | Event  | Program                |
|-----------------|--|------------------------|
| March 20        | Begin creating and assigning students to test sessions for Test Window 2 | ACT                    |
| March 22        | Purge online cached ACT test content from Test Window 1                  | ACT                    |
| March 22        | Prepare and precache test content for Test Window 2                      | ACT                    |
| March 25        | Return Test Window 1 accommodated and online test materials              | ACT                    |
| March 26        | Start of Test Window 2/paper standard testing date                       | ACT                    |
| March 27        | Return paper standard test materials from March 26 testing               | ACT                    |
| March 29        | Last day to order paper test materials for Test Window 3                 | ACT                    |
| April 5         | Purge test content from Test Window 2                                    | ACT                    |
| April 5         | Last day to order paper accommodated materials                           | PreACT Secure          |
| April 8         | Return Test Window 2 accommodated and online test materials              | ACT                    |
| April 9         | Test Window 3 begins/ <b>final paper standard administration date</b>    | ACT                    |
| April 10        | Return paper standard materials from April 9 testing                     | ACT                    |
| April 10        | Joint ACT/PreACT Secure Office Hour - Reporting                          | ACT/PreACT Secure      |
| <b>April 26</b> | <b>Forward and PreACT Secure test windows close</b>                      | Forward, PreACT Secure |



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