



# Assessment Update for Parental Choice Schools

March 3, 2023

## WISCONSIN STATEWIDE ASSESSMENT SYSTEM UPDATES

### Assessment

#### Reminder:

##### District Assessment Coordinator (DAC) Confidentiality Agreements

DACs who have not already completed the 2022-23 [DAC Confidentiality Agreement](#) should do so now and submit to OEA by **March 3**. The form may be completed electronically and signed electronically using Acrobat Reader.

### ACT

#### New:

##### Test Window 1 Dates

- March 7: Paper Administration
- March 7-10, 13-17: Paper Administration for Accommodations
- March 7-9, 14-16, 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.

##### Testing Reminders for Test Window 1

Test Window 1 begins March 7. 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 3. DPI strongly encourages running a mock administration and preparing test sessions early. Please see the [ACT Online Testing Administration Manual](#) (p. 42) 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.

## Reminders:

### Newly Enrolled Students:

Test Coordinators should verify all new students are enrolled in PearsonAccess<sup>next</sup> and test materials have been ordered. Once rostered, the Test Coordinator will need to create individualized [Non-Test Instructions for Students Forms](#) for those students and provide them with a printed copy of [Taking the ACT](#). Instructions on how to create the Non-Test Instruction form and additional MyACT resources can be found under [Step 4 - Preparation, of the Wisconsin ACT Website](#).

### Late Consideration for Accommodations - Deadline

The final day to submit a Qualified Exception to the Deadline (late consideration) for accommodations is **March 3**. A [Qualified Exception to 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](#).

## PreACT Secure

### New:

#### Accommodations in PearsonAccess<sup>next</sup>

DPI has been informed of limitations with the accommodations entry process for PreACT Secure. Please see the below guidance for documenting the following accommodations:

Accommodation	Limitation	Guidance
Human Reader	Error received	Select "Reader Script" PearsonAccess <sup>next</sup>
Accessibility Calculator, Fidget Device, Medical Device	Not listed in PearsonAccess <sup>next</sup>	Schools should document these accommodations independently, outside of PearsonAccess <sup>next</sup> , and ensure students receive the accommodations during testing.

**Note:** Extended time errors for paper testers have now been resolved.

### Upcoming Trainings

Testing staff should attend the following upcoming PreACT Secure trainings:

- Technical Readiness Webinar: March 8, 10:00-11:00 am
- Test Administration #2 Webinar: March 15, 10:00-11:00 am

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

## Reminder:

### Paper Accommodation Material Orders

The window to order PreACT Secure paper accommodation materials for students with visual impairments opened on February 27. 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<sup>next</sup>. Instructions on how to change the test delivery format and order paper accommodated materials can be found in the [PearsonAccess<sup>next</sup> User Guide for the PreACT Secure](#).

# Forward Exam

## New:

### 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](#).

## Reminders:

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#### 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](#).

#### 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](#). District Technology Coordinators (DTCs) should refer to the DTC trainings, available on the [Forward Exam Technology Resources and Requirements webpage](#), prior to the set up of testing devices.

#### Student Transfers

If a student moved into the district after data were uploaded to the DRC INSIGHT Portal in January, a student transfer request must be submitted to DRC. Only DRC has the ability to transfer a student record between districts in the DRC INSIGHT Portal, and only the DAC can request a student be transferred into their district. Transfer requests may be submitted now, but DRC will not begin transferring the students in the Portal until March 6. There are three ways to request a student be transferred into your district:

- Use the [transfer spreadsheet](#).
- Use the DRC INSIGHT Portal transfer request form.
- Call the Help Desk. DACs cannot request to transfer a student out of their district.

See the [DRC INSIGHT Portal Guide](#) for step-by-step instructions and the Testing Scenarios Table in the appendix for more information on student transfers throughout the testing window.

#### March Forward Exam Q&A Webinar

The final optional Forward Exam Q&A webinar session of 2023 will be on March 8, at 1:00 pm. This webinar is an opportunity for District and School Assessment Coordinators (DACs/SACs) and District and School Technology Coordinators (DTCs/STCs) to ask DPI and DRC staff questions about Forward Exam test setup, administration, or technology that may have come up after reviewing the training videos and other resources. 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 8, please use this [Forward Exam Q&A webinar Zoom link](#).

# 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 1	DAC Confidentiality Form due	General
March 3	Deadline to submit late accommodation considerations	ACT
March 3	Begin precaching test content and preparing test sessions for Test Window 1 online testing	ACT
March 6	District clean-up of Individual Student Demographic Data and assignment of Individual Student Supports and Accommodations in DRC INSIGHT Portal begins	Forward
<b>March 7</b>	ACT Test Window 1 begins - administer paper standard testing	ACT
March 8	Return March 7 paper testing materials	ACT
March 8	Final DAC, SAC, DTC Q&A webinar of 2023	Forward
March 8	Attend Technical Readiness webinar	PreACT Secure
March 10	Deadline to order paper test materials for Test Window 2	ACT
March 15	Attend Test Administration #2 webinar	PreACT Secure
March 16	Purge cached ACT test content from Test Window 1	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



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