WISCONSIN DEPARTMENT OF PUBLIC Instruction

WISCONSIN STATEWIDE ASSESSMENT SYSTEM UPDATES

ACT with writing
New:
Test Window 2 Concluding

Thank you for your continued dedication and support testing students this spring. ACT Test Window 2 administration is coming to a close. Online testing will conclude Thursday, March 31 and Paper Accommodated testing concludes Friday, April 1.

Final ACT Test Window

Any students who did not take the ACT in Test Window 1 or 2, will need to test during the final ACT test window (Test Window 3). Tuesday, April 12 will be the **final** ACT paper standard time testing date for the spring 2022 ACT administration. Please see the [2022 ACT Schedule of Events](#) for Test Window 3 accommodated and online testing dates.

- Place orders for Test Window 3 **March 22-April 1.** Use of previously shipped testing materials will result in a misadministration. Please make plans to order soon before spring break.
- 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 are outlined in the [Switching from Paper to Online Testing](#) document.

Schools can create new test sessions for Test Window 3 starting on April 5.

Entering Not Test Codes

Students who did not take the ACT during any of the three testing windows, will need to be marked as "not tested" in PAnext. Please follow the instructions outlined in the [ACT Administration Supplement - Entering Not Tested Codes](#) to complete this process.

Reminders:
Test Window Materials

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](#). Test materials are specific to each testing day/window and **cannot** be used for make-up testing. Use of previously shipped testing materials will result in a misadministration. Return all test materials and purge test content from proctor caching computers by the dates identified in the [2022 ACT Schedule of Events](#).

FedEx test material pickups are automatically scheduled by ACT and picked up according to the dates outlined in the 2022 ACT Schedule of Events. Late arriving answer documents will not be scored. If your materials are not picked up within two business days of the pickup date, or you need to reschedule the pickup, call ACT at (319) 337-1590.

Aspire

New:

Staff Training

The Aspire testing window opens on Monday, April 4. Test Coordinators should train all testing staff (new and experienced) before test day. Review and implement all training topics outlined under the Staff Training Requirement section of the [Aspire Test Coordinator Manual](). Recordings of all webinars and task specific tutorials can be found on the [Wisconsin ACT Aspire webpage]().

Preparing for Testing

Aspire is administered as an online assessment with exceptions given only to students who require paper accommodated testing. Test Coordinators should be actively setting up test sessions and may continue to do so throughout the testing window. Instructions on how to set up test sessions, assign students and prepare test sessions can be found in the [Aspire Test Coordinator Manual](). DPI strongly encourages all sites to complete all technical readiness steps before testing. Tech readiness resources can be found on the [Wisconsin ACT Aspire Webpage, Step 2 - Configuration]().

Reminders:

Uploading Non-Choice Students to PAnext

For schools that are testing non-choice students, these students should be uploaded to the same location in PAnext where choice students have been loaded. At the conclusion of the testing window, schools will be contacted by DPI and asked to verify the number of non-choice students that were tested. DPI will then bill schools for these students' tests. Information on how to upload students can be found at: [Uploading Student Data]() – scroll down to Manage Student Information.

Forward Exam

New:

Forward Exam Test Window Now Open

The Forward Exam Test Window opened March 21. Districts are doing a great job testing students. In the first week of testing, 38% of districts started testing and 8% of all testing was completed. All testing must be completed by April 29.

iPadOS 15.4 Workaround Update

For districts who updated to iPadOS 15.4, DRC has provided a workaround that will allow the administration of the Forward Exam. Please refer to the DRC communication that was sent to DACs today, March 30, regarding the workaround instructions. If you did not receive this communication and your school has iPads that have updated to iPadOS 15.4, please contact the DRC Help Desk immediately. **If your school has not yet updated to iPadOS 15.4, please wait to perform this update until after Forward testing is completed.**

Reminders:

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, page 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 when they come on site and prior to testing.
  - Verify that the onscreen keyboard is disabled for the TDA.
  - Verify that the Xbox Game Bar is disabled on windows devices.

Forward Accommodation Requests

For those extremely rare situations where a student may need print-on-demand, listening script, Read Aloud accommodation, or an accommodation not in the Accessibility Guide, there is a special protocol to request approval for the use of these accommodations. Refer to the Accessibility Guide for more information about these accommodations. If a student requires the use of one of these uncommon accommodations, the DAC must submit a Request for Approval Form.

If you have received approval for one of these accommodations, be sure to check the corresponding accommodation for the student in the DRC INSIGHT Portal prior to printing test tickets.

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 21 - April 29	**Forward Exam Test Window**	**Forward**
March 31	Online Testing, Test Window 2 closes	ACT
March 31	Purge cached test content from all proctor caching computers	ACT
April 1	Paper Accommodated Testing, Test Window 2 closes	ACT
April 4	Return all test materials for Paper Accommodated Testing and Online Testing, Test Window 2	ACT
April 4 -May 4	**Aspire Test Window**	**Aspire**
April 12	**Start of Test Window 3 and FINAL Paper Standard Time Testing Date**	**ACT**
April 13	Return ACT standard time test materials (April 12)	ACT
April 12-14,19-21	**Test Window 3 - Online Standard and Online Accommodated Testing**	**ACT**
April 12-15, 18-22	**Test Window 3 - Paper Accommodated Testing**	**ACT**
April 21	Purge test window 3 test content	ACT
April 25	Return ACT paper accommodated and online testing test materials for Window 3	ACT

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