



Wisconsin Forward Exam District and School Assessment Coordinator (DAC/SAC) Training 2021 Updates/Reminders



Agenda

- Key Dates
- Confidentiality Agreements
- Accessibility Guide
- TTS vs. Read Aloud...Support vs. Accommodation
- Staff Preparation

- Test Administrator Training
- Updated TDA and new resources
- Test Times/Sessions
- COS
- Unlock/Purge
- Reporting




2021 Strategies and Considerations

Strategies and Considerations for In-Person Assessment During a Pandemic:

- Test participation and scheduling
- Preparing the school and testing environment
- Technology considerations
- Staff, student, and family preparation
- Health screening
- Materials preparation
- Transportation

Available at <https://dpi.wi.gov/assessment/dac/resources#2021>



COVID-19 Updates

DPI COVID-19 Webpages

- The main DPI COVID-19 page contains COVID-19 information for schools beyond assessment and accountability is available at <https://dpi.wi.gov/sspw/2019-novel-coronavirus>
- Accountability COVID-19 related updates and resources are available at <https://dpi.wi.gov/accountability/covid-19>
- Assessment COVID-19 related updates and resources are available at <https://dpi.wi.gov/assessment/COVID-19>



Changes for 2021

The Forward Exam test window is extended to May 14, to allow districts time to safely assess all students.

DPI and Data Recognition Corporation (DRC) have implemented two one-year adjustments to shorten testing times for the 2021 administration. These changes will reduce testing times by a minimum of 70-80 minutes depending on grade level.

- Field test items from the English language arts (ELA), mathematics, and science subject areas have been removed.
- The Text Dependent Analysis (TDA) item, which is "the long write" of the ELA subject area has been removed.



2021 Key Dates

<http://dpi.wi.gov/assessment/forward/calendar>

Event	Date
Accessibility Guide available	August 11, 2020
DRC INSIGHT Portal (eDIRECT) Guide available	January 12, 2021
DAC Update Training- Recorded Presentation	January 12, 2021
NEW DAC Training- Recorded Presentation	January 12, 2021
Test Administrator Training- Recorded Presentation	January 12, 2021
Student and Administrator Tutorials available	January 12, 2021
Online Tools Training available	Available Year-Round
DPI Pulls Roster Data from WISEdata to Upload to the DRC INSIGHT Portal	January 20, 2021
Optional Add Accessibility Features Window in the DRC INSIGHT Portal	February 15 – 26, 2021
Assign Individual Student Designated accessibility features in the DRC INSIGHT Portal	March 8, 2021
Access to the DRC INSIGHT Portal Test Sessions and Individual Student Information	March 8, 2021
Forward Exam Testing Window	March 22 – May 14, 2021
User's Guide to Interpreting Results available	TBD
Individual Student Reports (ISRs) and Summary Data available in the DRC INSIGHT Portal	TBD
Hard copies of Individual Student Reports (ISRs) sent to districts	TBD
Public Reports available in WISEdash	TBD



Confidentiality Agreements

Reminder

DPI

DAC - Send only the DAC signed form to DPI
(DAC retains the SAC, DTC forms and any other district level forms)

SAC - Send SAC signed form to DAC
(SAC forms retained at the district level)

Proctor, TA, STC, and any school staff involved in the testing process - Send signed forms to the SAC

Forms available at:
<http://dpi.wi.gov/assessment/forward/security>

Accessibility Guide

Reminder

The Accessibility Guide provides information for educators and related services personnel to use in selecting and administering universal tools, designated supports, and accommodations for students who need them.

Be sure to review the current guide completely with staff.

<http://dpi.wi.gov/assessment/forward/accommodations>

TTS vs. Read Aloud

Designated Support vs. Accommodation

Reminder

TTS Designated Support	Read Aloud Designated Support	Read Aloud Accommodation
Available for all content areas	Available for all content areas	Only available for ELA
Read by the computer	Read by a human reader	Read by human reader
As reading ability is being tested in the ELA reading comprehension session, it will not read those passages.	As reading ability is being tested in the ELA reading comprehension session, it will not read those passages.	In addition to reading all directions, questions and answer choices, it will allow the reading of the passages in the ELA reading comprehension session
May be provided to any student with a documented need including those with and IEP or 504 plan.	May be provided to any student with a documented need including those with and IEP or 504 plan.	May only be provided to a student with visual impairments who is learning braille but not yet proficient and whose need is documented in an IEP or 504 plan, with prior approval from DPI via request form.
Should be used for the majority of students requiring text content read to them for standardization purposes.	Should only be used by students who have difficulties with the computer voice such as students with autism, hearing difficulties, etc.	

Staff Preparation

Reminder

DACs/SACs are responsible for training all staff in the policies and procedures of:

- Test Administration
- Accessibility
- Test Security



Required Resources/Trainings by Role

DACs/SACs

- DAC/SAC Training
- Test Administration Manual
- Accessibility Guide
- Test Administrator Training Video
- Test Security Manual
- The DRC INSIGHT Portal Guide
- DAC/SAC Checklists
- User's Guide to Interpreting Results

DTCs/STCs

- DTC Technology Training
- Technology User Guide
- Technology Readiness Resources

Test Administrators/ Educators

- Test Administration Manual
- Test Administrator Training Video
- Test Security Manual
- Accessibility Guide
- Administrator Tutorials on how to use the embedded accessibility features

Reminder



Suggested Additional Resources/Trainings

DACs/SACs

- Administrator Tutorials
- Accessibility Training Video
- Test Security Video
- Forward Exam FAQ
- Prior to Testing Checklist
- Q&A Webinars

DTCs/STCs

- Q&A Webinars
- Technology Readiness Resources

Test Administrators/ Educators

- Test Security Video
- Accessibility Training Video
- TDA Resources
- User's Guide to Interpreting Results

Please also see
Strategies and Considerations for In-Person Assessment During a Pandemic
<https://dpi.wi.gov/assessment/forward/resources>



Student Preparation Reminder

Student Tutorials

+

Online Tools Training

+

Item Samplers

=

Test Prep
 • Familiarity
 • Less Anxiety

Ensure that teachers are teaching to the standards and not to the test, as teaching to the test narrows the focus of instruction to only that content covered by the test.

Forward Exam Test Window

March 22 – May 14, 2021

Content Areas	Grades
ELA and Mathematics	3-8
Science	4 and 8
Social Studies	4, 8, and 10

Forward Exam Graphic Overview

Suggested Testing Times

The Forward Exam is an untimed test. The following are suggested testing times provided by DRC to be used as guidance to assist with scheduling the Forward Exam. It is important to remember that students may take more time or less time to complete the test based on effort and ability levels.

Forward Estimated Testing Times (in minutes)				
Grade Level	ELA	Mathematics	Science	Social Studies
3	130 70	90 80	NA	NA
4	130 70	90 80	105 90	70
5	130 70	90 80	NA	NA
6	130 70	105 95	NA	NA
7	130 70	105 95	NA	NA
8	130 70	115 105	105 90	70
10	NA	NA	NA	70

Sample test schedules and test blueprints are available at <http://dpi.wi.gov/assessment/forward/resources>



Creating a Test Schedule

Reminder

Timing

- Do not wait until the last week or two of the window to schedule your testing for all of your students (this time should be used for make-ups, new students, technology issues, etc.)
- There are zero Extensions of the testing window

Back-up Plan

- It is strongly recommended that districts have a back-up plan for students and educators if a situation occurs.
- Removing students from a testing situation that is not functioning and returning them to their regular schedule is recommended to keep frustration levels low.
- Build days into your testing schedule for these situations

Make-ups

- Every attempt should be made to administer make-up tests to students who miss one or more of the scheduled test sessions.
- This includes ensuring any student who moves into your district during the six week window is tested.

Please also see *Strategies and Considerations for In-Person Assessment During a Pandemic*



Central Office Services (COS)

COS is made up of:

- Central Office Service Configurations
- Central Office Service Device (COS-SD)
 - Content Management Hosting Services
 - Delivers test content to student testing devices
 - Usually installed on a central server or dedicated machine

<https://dpi.wi.gov/assessment/forward/technology>

Reminder



Extended Retry

Reminder

If there is a connectivity issue (usually on an internal network - WiFi these days) INSIGHT will:

- Tries to immediately reconnect while the student is testing
- If unable to reconnect, this warning will pop-up on the student's screen, and INSIGHT will continue to try to reconnect for up to 5 minutes.
- You have two options: 1) let it try to reconnect, or 2) exit the test and have the student log in and resume testing later (or at a different station) where they left off.



Extended Retry (continued)

If you choose to wait and there is no reconnection within that 5 minutes you will receive an error message as shown below.

At this point you will need to click ok and the student will be able to log in at another time (or at a different station if it is not a school wide issue) to continue testing where they left off.



Reminder



Managing Users in the DRC INSIGHT Portal

Reminder

Roles and Permissions	Security	Access
<ul style="list-style-type: none">• Each role is assigned a specific set of permissions• Do not add to the preset set of permissions• Role and Permission matrix is available in the DRC INSIGHT Portal (eDIRECT) Guide• Only one DAC is permitted per district• Only 1-2 assistant to the DAC permitted if needed per district.• Only DACs, Assistant to DACs, and SACs have permissions to add accessibility features.	<ul style="list-style-type: none">• Each role is given a set of permissions for security purposes• Each role has a different level of access to student level data for security purposes• It is essential you assign the correct staff person and their role to the correct permissions (see matrix in the DRC INSIGHT Portal guide)	<ul style="list-style-type: none">• DACs add district-level users and SACs to the DRC INSIGHT Portal• SACs add school-level users to the DRC INSIGHT Portal• If there is not SAC the DAC (or Assistant to DAC) is responsible for adding all users.• DACs were given 2020 access to the DRC INSIGHT Portal in early November

Step-by-step instructions are available in the *DRC INSIGHT Portal Guide* at <https://dpi.wi.gov/assessment/forward/resources>



User Roles and Permissions Matrix

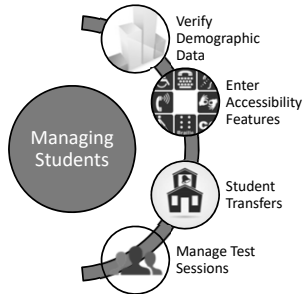
Reminder

Menu Item	Permission Name	Role/Permission Set							
		DAC	DTC	Assistant To DAC	District Report User	SAC	STC	TA	School Report User
Report Delivery	View District Status Reports and District Files	x	x	x					
	Download district /school reports, View School Files	x	x	x	x				x
Student Management	Add/Edit/Upload Students, edit demographics and add accessibility options	x	x		x				
	Download Students	x	x	x	x				x
	Search/View Students	x	x	x	x			x	x
	View Student Status Dashboard	x	x	x		x			x
Test Management	Student Transfers	x	x						
	Test Session - Add/Edit/Delete	x	x			x			
	Search/View Test Sessions and view testing status summary information, View Questions Attempted	x	x	x	x			x	x
	Invalidate/Unlock Tests	x							
User Management	View/Print Test Tickets	x	x			x		x	
	Add/Edit/Invalidate Users	x				x			



Managing Students in the DRC INSIGHT Portal

Reminder



Step-by-step instructions are available in the *DRC INSIGHT Portal Guide* at <https://dpi.wi.gov/assessment/forward/resources>



Adding Accessibility Features

Reminder



Optional Add Accessibility Features Window

Two week window (February 15-26)
Allows districts to enter accessibility features for multiple students at once using the multiple student upload (MSU) process



Individual Student-by-Student Basis

Begins March 8
Features may be entered right up until tickets are printed



Mass-assign Functionality in the DRC INSIGHT Portal

Assign a common accessibility feature (TTS or Color Contrast) at one time for multiple students



Test Sessions

Reminder

March 1-5

DRC will automatically put all students into grade level test sessions by school

➔

March 8

DACs may begin to make changes to test sessions, create different test sessions, and manually add any new students to test sessions.

Districts must NOT create test sessions prior to March 8.

Not-Tested Codes (NTCs)

Reminder

Participation Is a requirement for students in tested grades

- All students in grades 3-8 and 10 need to participate in appropriate content area exams (Forward or DLM)
- Students that are not able to be tested must have a NTC entered in the DRC INSIGHT Portal

NTCs Information in the DRC INSIGHT Portal Guide and TAM

- List of NTCs, their description, and information about appropriate use of each
- Students must be in a session to apply or view NTC
- Step-by-step instructions for apply NTCs

DLM Do not delete these students from the DRC INSIGHT Portal

- Students taking the DLM test must have a NTC code of "ALT" entered in the DRC INSIGHT Portal.
- If a student taking DLM is opted out by a parent the NTC code of "PAR" is entered into the DRC INSIGHT Portal instead of "ALT"

Test Administration

Reminder

TA approaches the Exam with a positive attitude

Every TA has a complete copy of the Test Administration Manual (TAM)

Every TA has viewed the Test Administrator Training

Successful Test Administration

TA actively monitors students during testing

TA ensures all students have appropriate accessibility features prior to start of testing

TA reads the Script verbatim to students during testing

Reopen/Unlock a Test Reminder

Can I reopen (unlock) this student's test?

- Student attempted the TDA. ~~DAC may not reopen the test.~~
- Student has been in the test for 2 minutes or MORE. Student has completed MORE than 2 items. ~~DAC may not reopen the test.~~
- Student has been in the test for LESS than 2 minutes. Student has completed 2 item or LESS. **DAC may reopen (unlock) the student's test. Student may only work forward from last item completed.**
- Student clicked through the test without trying. **This test may not be reopened (unlocked). Submit as is or Invalidate affected content area.**

Call DPI for guidance.

See the *DRC INSIGHT Portal Guide* for step-by-step instructions to check the number of items completed and amount of time in test session.

Purging a Test Reminder

The DAC must contact DPI about a purge.

- Only DPI can give approval to DRC to purge a student test.
- Purging the test deletes all previous responses (in all sessions of that content area) and assigns a new password.

If a student started a test without the proper accessibility feature, possible options may include:

- Invalidate - due to misadministration
- Score as is
- Purge

A test may only be purged if a student has completed two or fewer items in only one session of a content area and the duration of the test is two minutes or less.

Student Started Test Without Appropriate Accessibility Feature

This decision tree is available in the Test Administration Manual.

Student did not have accessibility feature available on test. (Most likely was not entered into DRC INSIGHT Portal or ticket was printed before accessibility option was entered into the portal.)

Has the student completed any other session in the content area?

Yes: Contact DPI for Guidance. Test may be scored as is or invalidated due to misadministration. Student may not retake the test with accessibility option for security purposes. Student may log in and test with new ticket.

Student did not click "Begin Test" yet: Enter accessibility feature in the portal for the student and print new ticket. Student may log in and test with new ticket.

Student clicked "Begin Test" and was in test viewing/working on items:

- Student was in the test for 2 minutes or less and/or the number of items attempted is two or less. **Contact DPI to have the student's test purged. Enter accessibility option in the portal for the student and print new ticket once purge is complete. Student may log in and test with new ticket.**
- Student was in the test for more than 2 minutes and/or completed more than two items. **Contact DPI for Guidance.**

Student took an entire session without accessibility option: Contact DPI for Guidance. Test may be scored as is or invalidated due to misadministration. Student may not retake the test with accessibility option for security purposes.

Reminder

Invalidation

Reminder

Invalidations Performed Due to:

- Test Security violations/irregularities
- Student used inappropriate accessibility feature/was not provided assigned feature
- Student deliberately does not attempt to respond to questions (there is no option to reopen in this scenario, retesting is not permitted)

Results of Invalidation:

- Entire content area will be invalidated and not scored (ex. all of ELA, not just 1 session within ELA)
- DAC must enter non-tested code of "INV" in the DRC INSIGHT Portal for affected content area(s)
- Student will count as a non-test participant for that content area

A Test Security Incident Report Form must also be completed and submitted to DPI.



Ensure Testing is Complete, Data are Accurate

Reminder

Status Reports

* Indicates required fields

Administration Wisconsin Forward Exam Sp (All) District (All) School (All)

Title	Description	Action
Daily Cumulative Student Status Report	Displays all students in a test session, regardless of whether they have started the test session or not. Shows the test status for each student, including start and submit times, the ticket status, assigned accommodations and has a comment field.	View
Daily Student Status Report	Displays each student that logs into a test. Shows the test start and submit times, test ticket status and has a comment field. This report does not contain any cumulative test activity for the student.	View
Daily School Resets Report	Displays information about schools that have unusual reset/unlock activity.	View
Daily Student Resets Report	Displays information about students that have unusual reset/unlock activity.	View
Daily Excessive Logins Report	Displays information about students with unusual login activity. Shows the number of times the student logged in, as well as the cumulative result of all attempted logins by the student.	View
Daily State Summary of Test Times Report	Displays the duration in which students completed the test. This report shows district-wide data for each grade and content area.	View
Weekly District Report	Displays the number of tests started and ended at a district level for each week of testing.	View
Daily District Report of Testing Status by School	Displays the number of tests started and ended for a district and school, or a grade and subject level.	View

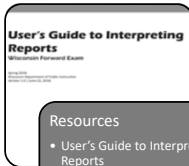


Forward Exam Reports

Reminder



- Reports**
- Electronic Reports
 - Individual Student Reports (ISRs)
 - Rosters
 - Summary Reports
 - Hard Copy Individual Student Reports (ISRs)



- Resources**
- User's Guide to Interpreting Reports
 - Handout – "What is an ISR?"
 - Sample Parent/Guardian ISR Cover Letter

<https://dpi.wi.gov/assessment/forward/data>



Communicating Data and Results

DACs/SACs are responsible for ensuring all staff know how to read and understand the data and results for the Forward Exam at the level they have access.

Make sure staff know:

- About the *User's Guide to Interpreting Reports* and where to access it.
- The information on the ISR ties back to the standards documents so they are more informed when speaking to parents.



Reminder



DRC Contact Information

Wisconsin Forward Help Desk

800-459-6530

WIHelpDesk@datarecognitioncorp.com



DPI Contact Information

Alison O'Hara
Forward Exam Program Manager
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Jennifer Teasdale
Forward Exam
Education Program Specialist
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608-266-9798

Duane Dorn
Test Security and Choice students
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608-267-1069

If you are not receiving the assistance you need from the helpdesk - please contact DPI - (Alison or Jennifer) so we may help get your situation resolved.



Please send questions
you may have after
viewing this video to
Alison or Jennifer, or to
osamail@dpi.wi.gov