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Sent: Friday, January 23, 2015 10:24 AM
To: DACs
Subject: Badger Exam 3-8 - Pre-test Workshop Registration

District Assessment Coordinators and CESA Representatives:

The Department of Public Instruction (DPI), in conjunction with their test vendor, Educational Testing Service (ETS), will be hosting a series of face-to-face trainings to prepare districts for administering the Badger Exam 3-8: A Smarter Balanced Assessment during the week of February 23. There will be one session each day held from 9:00 a.m. – 11:30 a.m. at five different locations across the state. (Parking is complementary or waived and light refreshments will be served).

- **Monday, February 23, 2015 - Turtle Lake**
- **Tuesday, February 24, 2015 – La Crosse**
- **Wednesday, February 25, 2015 – Wausau/Rothschild**
- **Thursday, February 26, 2015 – Green Bay**
- **Friday, February 27, 2015 – Madison**

This training will provide important information that districts need to prepare for the online administration. The training includes information and demonstration of the following topics:

- Test preparation,
- Testing schedules,
- Test policies and administration features,
- Creating test sessions and test tickets,
- Appeals system,
- Test security,
- Badger Exam resources and supports, and
- Key dates and tasks for preparing for the assessment.

Who should attend in the face-to-face trainings:

- District: **Two staff** are permitted to participate (DAC and a staff in charge of technology readiness and student data uploads), and
- CESA: **One staff** permitted from each CESA.

After February 27, a recorded version of the presentation will be made available on the DPI Badger Exam 3-8 web page for additional interested staff.

Please register by **Friday, February 13**. Also note that **walk-ins are not accepted** due to the space limitation.