

From: DPI
Sent: Friday, April 10, 2015 1:00 PM
To: DACs
Subject: Badger Exam Test window Set to Launch Monday 04/13

Dear district assessment coordinators,

The Badger Exam will be launched on Monday April 13, 2015 at 8am. Please make sure that you have all of resources available such as the District Assessment Coordinators/School Assessment Coordinator's (DAC/SAC) Guide, Test Administration Manual (TAM), Test Operations Management System (TOMS) Test Delivery manual, Proctor Guidelines, Test Security manual, Technology Coordinator's manual, Smarter Consortium Usability, Accessibility, and Accommodations Guidelines (UAAG), Read Aloud Guidelines, Scribe guidelines, and the keyboard command for students handout.

Badger Exam Help desk
1-844-711-6493
BadgerExamHelpDesk@ets.org

TOMS

Throughout the test window, districts will need to keep TOMS current. This includes:

- Updating enrollment information for any students moving into or out of the state, district, or school.
- Confirming that all users including district, school, and Test Administrator (TA) roles are set up in TOMS.
- Confirming that necessary accommodations or designated supports are identified in TOMS.

ELL Students New to Country

All students enrolled at the time of testing must be assessed. English language learners (ELLs) with limited English proficiency who are new to country (less than 12 calendar months) are permitted a 1-time exemption to the ELA portion of the Badger Exam. See guidance found at http://oea.dpi.wi.gov/sites/default/files/imce/oea/pdf/SmarterBalanced_Guidelines.pdf. Students in district for less than a full academic year (FAY) are counted for test participation only. Enter the non-participation code of "Recently arrived ELL" for the student in TOMS. This will designate the student as a non-participant for the one-time exemption of the ELA section of the Badger Exam while still allowing them to participate in the required Mathematics Sections 1 and 2.

Technology

Badger Exam Secure browsers should have been installed on all devices used for testing. Headphones should be made available for all students during the ELA assessments and for students who will be receiving the Text-To-Speech (TTS) and audio glossary accessibility features for the math assessment. All external assistive devices should have been tested with the Badger Exam Assistive Technology Browser to ensure functionality. Check the students' testing devices to ensure that the volume is turned on prior to launching the secure browser. In the event the volume is muted prior to logging on to the test, student should logout and the volume should be turned on and then log back in to the test.

Text-To-Speech (TTS) in chromebooks

The TTS in chromebooks is no longer in British accent. This issue has been resolved.

Test Tickets

All Test tickets for students were made available in TOMS by April 6th. These test tickets should have been printed and distributed to Test Administrators (TA). Test Tickets contain confidential information and should be securely stored at all times. Test Tickets should be handed off to students only for logging on to the testing section and be collected immediately after login.

Classroom Activities

As a reminder, students must participate in the classroom activity prior to participating in the mathematics Performance Task. The classroom activities are available in the Badger Exam Resources webpage <https://wdpibadger.caltesting.org/portalTesting.html>. The classroom activities are assigned by school and grade. The classroom activity lookup table and the administration guidelines are available in the Badger Exam Resources webpage <http://oea.dpi.wi.gov/assessment/Smarter/resources>. The accessibility guidelines for classroom activities are available in the badger Exam Accessibility webpage <http://oea.dpi.wi.gov/assessment/Smarter/accommodations>

Online Calculators Use

Mathematics assessments in grades 6-8 have both calculator and non calculator items. When students are taking the math assessments in these grades, they will be answering all the non-calculator items first. Once they are done with the non-calculator items, they will be moving on to the calculator items. They are unable to move onto the calculator section until they have completed and submitted the non-calculator section. Once the non-calculator section has been submitted they will not be able to return to it.

Unauthorized Electronic Devices

Inform students and have a sign in the testing room specifying that unauthorized electronic devices and cell phones are not allowed in the testing environment (this includes: cell phones, cameras, laptops, wireless communication devices, etc.)

Downtime for TOMS and the Badger Exam Practice Test Prior this weekend

TOMS and the Badger Exam Practice Test will be unavailable from 5pm on Friday, 4/10 until 7am on Monday, 4/13. Both systems are being prepared for testing to open on Monday.

Preparing your Students

Please help students approach the testing in a relaxed, positive way.

- Explain that the purpose of taking an achievement test is to find out which skills have been mastered and which skills need further development.
- Point out that some items may be more difficult than others and some material may be new to students; they are not expected to know all the answers.
- Reassure students that they will be given ample time to do their best.
- Emphasize that the test requires no special preparation.

As always we are available to help you with your questions and to make this a positive experience.
Please contact:

General Badger Exam Information and Policies

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Assessment of English language learners

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