

From: no-reply-badger-exam

Sent: Wednesday, May 20, 2015 8:02 PM

Subject: Badger Exam Test Window Close-Out Reminders, Reporting Suite Available in TOMS, and Reporting Timeline



*Listening. Learning. Leading.**

Dear Educators,

Important Close of Test Window Reminders

As a reminder, the Badger Exam test window closes on May 29, 2015 at 5:00pm. To prepare for the close of the test window, school and district users are encouraged to complete the following:

- Download the **Test Status report** (available under the Report tab in TOMS). This report is available at the district level and provides students' test status for each test within the Badger Exam.
 - If a student's test appears as "**expired**", this means that this test was not submitted and expired. DACs need to submit an appeal to reopen the test and make sure that the students complete the test and submit by 5:00pm on May 29.
 - If a student's test appears as "ready to test", the student has not started the test. If the student is not participating in the Badger Exam a **non-participation code** must be entered. These codes must be entered into TOMS by 5:00pm on May 29.
 - If a student's test status appears as "in progress" or "inactive", the student must enter, complete, and submit the test. If it is not possible for the student to complete the started due to unforeseen circumstances, the unfinished content area test should be invalidated through TOMS by 5:00pm on May 29.
- Any test that has **not been submitted** by 5:00pm on May 29 (i.e. the test status is "in progress", "inactive", or "expired") will be automatically submitted and scoring will be initiated.
- **Changes to student demographic information** must be entered before 5:00pm on May 29. After this date, school and district users will have read-only access to information in TOMS.

The **TOMS Reporting Suite** is now available. As student's tests are scored, results will begin displaying in the Reporting Suite. Student scores will also begin populating under the Student Tab in TOMS. For information on accessing results, reference the *TOMS Reporting Suite User Manual and Interpretative Guide* on the [DPI website](#).

The summary page of the Reporting Suite will display the scoring status for your district and the status for each school in your district. The three icons/status are:

- Gray circle = Scoring has not yet been completed for any student in this district (or school).
- Blue circle = Scoring is completed for some students, but not all, for this district (or school).
- Check mark = Scoring is completed for all tested students in this district (or school).

Requests for Rescore

Requests for student rescore can only be made once the student's Individual Profile Report (IPR) is available in TOMS. The rescore option will be available for 14 days once IPR's are posted. More information about submitting a rescore request will be posted this week on the DPI website <http://oea.dpi.wi.gov/assessment/Smarter/resources>.

Reporting Timeline

Deliverable	Date
TOMS Reporting Interpretive Guide	5/13 – This manual is available at the DPI web page. http://oea.dpi.wi.gov/assessment/Smarter/resources
Scoring Tab to show Individual Student Scores in TOMS	5/20 – this feature is available depending on the date a student's test was completed and scoring progress.
Online Reporting Suite Available in TOMS	5/20 – the online reporting Go Live; please note the scoring and reporting timelines by grade/content area will impact what specific data is available. Additional student scores will be released on a rolling basis as scoring is completed.
Individual Profile Report (IPR) PDF available in TOMS	5/29 – beginning at the end of the month, IPRs will be available if testing and scoring for all students in a district has been completed. If a new student moves into the district after IPRs are created, the student's IPR will be provided around mid-to-late June in a clean-up effort after districts have received IPRs.

Questions about the administration of the Badger Exam can be directed to the Badger Exam Help Desk via phone at 844-711-6493 or via email at badgerexamhelpdesk@ets.org. The Badger Exam Help Desk is available 7am to 5pm Monday through Friday.

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