



## OEA/OSA Updates...

## OEA/OSA Calendar...

### Note from the Assessment Director

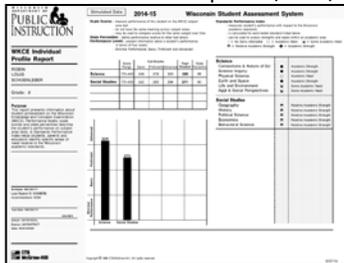
Happy New Year to everyone! This is an exciting time for all of us as we begin a new journey in assessment this spring. The Office of Student Assessment (OSA) Team has been gearing up with trainings and working with our vendors to provide you with the support you will need to make this a smooth transition throughout the year. Through your tireless efforts, Wisconsin schools successfully administered our first statewide online assessments with the ACT Aspire and the Dynamic Learning Maps (DLM) tests. We are confident that, together with you, these spring administrations will provide schools throughout the state with meaningful summative data to promote continued school success for all students!

*Troy Couillard*

Director, Office of Student Assessment

### Dissemination of WKCE/WAA-SwD Student Reports

Now that another administration of the WKCE is done, it is time to send out information to families. Districts will receive Individual Profile Reports (IPRs) explaining the Fall 2014



Wisconsin Knowledge and Concepts Exam (WKCE) and Wisconsin Alternate Assessment for Students with Disabilities (WAA-SwD) test results by February 4, 2015. Please send the students' IPRs to

parents as soon as possible. The IPRs should not be held until the WKCE/WAA-SwD press release. The WKCE/WAA-SwD press release embargo pertains only to schools and districts sharing summary test results with the public.

Just a reminder, the summary WKCE/WAA-SwD data will be available through WISEdash. The WSAS-ORS (Turnleaf) system has been discontinued. Updated WKCE/WAA-SwD data will be available through WISEdash for districts on March 24, 2015, and through WISEdash Public on April 14, 2015. Do not share any summary data publicly prior to April 14, 2015.

We encourage districts to include a letter with the student report when it is sent home. Here are a few key points about

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### Important Dates

2015	
February 2 - 11	ACT Plus Writing window for test coordinator to order State-Allowed Accommodations materials online
February 2	Badger Exam district can begin to review, verify, update student data in TOMS
February 4	WKCE/WAA-SwD Individual Profile Reports received in districts
February 6	ACCESS for ELLS® and Alternate ACCESS for ELLs™ testing window closes
February 13	DLM Braille field test window closes
February 16-20	ACT Aspire On-Location Training – ACT Aspire Training for Portal and Online Test Readiness
February 18	ACCESS all testing materials must be received at MetriTech
February 20	PALS optional mid-year assessment window and score entry window closes for 4K, kindergarten, 1 <sup>st</sup> , and 2 <sup>nd</sup> grade.
February 23 - 27	ACT Plus Writing test coordinator receives secure standard time and accommodations shipment
February 23 - March 13	DLM data validation/revision window opens
March 3	ACT Plus Writing testing date
March 4	ACT WorkKeys testing date
March 3-17	ACT Plus Writing students with accommodations test
March 4-18	ACT WorkKeys students with accommodations test
March 18-27	ACCESS district online demographic data correction
March 6	NAEP testing window closes
March 6	DLM field test C window closes
March 17	ACT Plus Writing make-up testing date
March 18	ACT WorkKeys make-up testing date
March 24	WKCE/WAA-SwD data available through WISEdash for districts (data embargoed until DPI press release on April 14)
March 27	ACT Plus Writing and WorkKeys deadline for ACT to receive all answer documents
March 30 - May 22	Badger Exam and DLM assessment window
April 14	WKCE/WAA-SwD press release and data available through WISEdash Public
April 27	PALS spring assessment window opens for 4K, kindergarten, 1 <sup>st</sup> , and 2 <sup>nd</sup> grade
April 14-17	ACCESS reports shipped to districts
April 27-May 22	ACT Aspire Testing Window



# PUBLIC INSTRUCTION

## ASSESSMENT & ACCOUNTABILITY

Newsletter - Issue XXXIII, February 2015

### Dissemination of WKCE/WAA-SwD Student Reports

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the IPR report, test results, and the WKCE/WAA-SwD.

1. The interpretive information for the IPR is printed on the back of the report.
2. A state percentile is provided to determine how a student did relative to other test takers in the state.
3. The IPR shows if any testing accommodations were provided to the student during testing.

### Badger Exam 3-8: A Smarter Balanced Assessment Update

The first administration of the Badger Exam to students in grades 3 through 8 in English Language Arts (ELA) and Mathematics is on the horizon. The test window is March 30 to May 22, 2015. A calendar for planning purposes can be found at the DPI Badger Exam webpage at <http://oea.dpi.wi.gov/assessment/Smarter/calendar>. More resources such as Modules on the Performance Tasks, Accommodations and Accessibility, Educator & Parent Brochures, and Checklists on technical requirements are also available on the Badger Exam webpage at <http://oea.dpi.wi.gov/assessment/Smarter>.

System readiness webinars were conducted the first week of November. These webinars provided an orientation of the technology requirements and other System Readiness details for District Assessment Coordinators (DACs), technology coordinators, and CESA representatives. A recorded version of this training is available

on the Badger Exam Trainings webpage at <http://oea.dpi.wi.gov/assessment/Smarter/trainings>. Virtual trainings on the Test Operations Management System (TOMS) were held during the third week of January and provided important information that districts need to prepare for the online administration. The training included information and demonstrations about:

- uploading/updating student demographic information into TOMS
- setting appropriate designated supports and accommodations into TOMS
- establishing user accounts in TOMS
- secure browser installation procedures

- Badger Exam resources and supports
- Key dates and tasks for preparing for the assessment.

We are glad so many people participated. If you were unable to listen in, a recorded version of the webinar is available at <http://oea.dpi.wi.gov/assessment/Smarter/trainings>.

We are happy to announce the Badger Exam practice tests are available on the DPI webpage. These practice tests provide exposure to the software and interface features that mimic the testing engine for the Badger Exam. The Badger Exam practice test consists of two assessments, one at the 3-5 grade band and another at the 6-8 grade band. Make sure to visit <http://oea.dpi.wi.gov/assessment/Smarter/sampleitems> for important details about this resource.

Face-to-Face pretest workshops will be conducted during the last week of February. The information on dates and the venue for pretest workshops are communicated to district assessment coordinators and CESA representatives. In the coming months, more trainings and modules including test administration, delivery system components, and scheduling will be developed and made available at the Badger Exam webpage.

### Commercial Products and Workshops Promoting Test Prep

We know there are vendors marketing their products to our assessments, including the Badger Exam 3-8. DPI does not endorse commercial testing companies, their products, or workshops. We recommend schools limit the amount of instructional time spent on specific test preparation activities. Time is better spent on solid instructional activities that prepare students to demonstrate proficiency on grade level expectations.

Please ensure that your district administrator and the building principals are aware of this information.



### ACT High School Assessments Update

Based on input from the field, DPI-in conjunction with ACT-is now able to offer more trainings for the Spring administration.



ACT Aspire will be visiting Wisconsin for additional Spring Aspire training February 16-20, 2015. The trainings will take place from 8 a.m. until 12:45

p.m. each day. Each high school will be able to send three individuals – one for each role: Test Coordinator, Technology Coordinator, and Room Supervisor Trainer. Each CESA region will be able to send one representative. For locations, additional information, and to register go to <http://oea.dpi.wi.gov/sites/default/files/imce/oea/pdf/ACTnewsletter1-5-15.pdf>.

Registration is now open for the Wisconsin ACT State Organization 2015 Annual Conference which is scheduled for



Tuesday, February 10, 2015 at the Madison Marriott West. Speakers from many organizations are scheduled to present including: ACT, ACT Aspire, DPI, CESA, school/district staff, and higher

education. For registration information go to <http://oea.dpi.wi.gov/sites/default/files/imce/oea/pdf/ACTnewsletter1-5-15.pdf>. Please note that this is not a DPI event and all questions about this event should be sent to Jamee Pugh at [jamee.pugh@act.org](mailto:jamee.pugh@act.org).

ACT Aspire is updating their allowable accommodations to more readily meet the needs of students with disabilities. These changes/improvements to the Personal Needs Profile (PNP) include:

- Signed Exact English (SEE) has been added for either just the test directions or for the full test including items. American Sign Language (ASL) is still available.
- The more familiar "Text to Speech" terminology replaces "English Audio for CBT"
- Aspire has added a "Human Reader" option for paper form version of Aspire.
- Aspire removed the four drop down categories (Presentation, Interaction & Navigation, Response, General Test Conditions) in the online PNP. This was replaced with all accommodations presented on the screen and available through simple scrolling.

Aspire revised several of their manuals. Please be sure to use the most recent version for the spring administration.

- Room Supervisor (CBT): <http://actaspire.avocet.pearson.com/actaspire/home#6491>
- Room Supervisor (PBT): <http://actaspire.avocet.pearson.com/actaspire/home#6522>
- Test Coordinator: <http://actaspire.avocet.pearson.com/actaspire/home#6566>
- Accessibility User's Guide (accommodations): Anticipated posting date is January 31.

### Dynamic Learning Maps Update



DLM Field Test C is currently open to all districts now through March 6, 2015. In addition, DLM is Field Testing Braille Forms January 19 – February 13. District participation in the field test is optional but strongly encouraged. Districts must complete all required uploads and trainings prior to participation in the field test. Specific information regarding Field Test C was emailed to all DACs on January 7, 2015.

All districts must complete user, student and roster uploads by February 23, 2015. Please contact Kristen Burton at [kristen.burton@dpi.wi.gov](mailto:kristen.burton@dpi.wi.gov) or Phil Cranley at [philip.cranley@dpi.wi.gov](mailto:philip.cranley@dpi.wi.gov) should you have questions about this process. DLM's Data Steward Manual provides step-by-step directions for all uploads.

To support districts in administering DLM, DPI will be hosting three webinar trainings focused on the responsibilities of the teacher/test administrator role within the DLM system. These trainings are optional and are provided in addition to the 7 required test administrator trainings. We hope necessary staff are able to attend.

- DLM Getting Started-January 27, 3:15-4:15- Tentative Topics: Roles and Responsibilities; Users, Student, and Roster Uploads; Required Teacher Training; PNP/ First Contact Survey-Detail; Familiar Texts and Writing.
- DLM Accessibility-February 11, 3:15-4:15- Tentative Topics: Accessibility features; Braille; PNP/First Contact Survey; Manipulatives.

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### Dynamic Learning Maps Update (Continued from page 3)

- DLM Test Administration-March 5, 3:15-4:15-Tentative Topics: TIPs Page, Do's and Don'ts, Computer versus Teacher Administered Assessments, Test Administration Manual, Logistics-test tickets, set-up, etc.

Participants can submit questions ahead of time at <http://tinyurl.com/nf35xyn>. To access the webinar, follow the link <http://tinyurl.com/ledckca> and use the teleconference number: 1-877-820-7831 and participant passcode: 972195.

District-level training can be found at: <http://dynamiclearningmaps.org/content/district-staff-training-resources-ye>. For more information, contact Kristen Burton at [kristen.burton@dpi.wi.gov](mailto:kristen.burton@dpi.wi.gov).

### ACCESS for ELLs® Update



The ACCESS for ELLs® Testing Window closes on February 6. Materials must be received by MetriTech no later than February 18, 2015. To

ensure an accurate count of all English language learners (ELLs) in your district at the time of testing, please verify the following critical elements:

- Only one book or record per student. For students who move in or out of your district refer to: <http://oea.dpi.wi.gov/assessment/ELL/FAQ#mobil>.
- If the pre-ID label contained incorrect demographic information, the label should be discarded and the correct information should be bubbled in on the test booklet. Detailed instructions are provided in the ACCESS for ELLs® Test Administration Manual.
- All language codes are three digit codes found through a link at [http://ell.dpi.wi.gov/ell\\_lepdatacoll](http://ell.dpi.wi.gov/ell_lepdatacoll). All students identified as ELL (ELP Codes 1-5) and subsequently tested should have a language code designation; this code should identify a language other than English as the student's primary language. Complete this box by starting to the left and leaving any remaining boxes blank.

- ALL fields of the **School Use Only** sections should be complete and accurate. Please refer to the code descriptions in the current District and School ACCESS for ELLs® Test Administration Manual provided with the test booklets or found on the password protected WIDA site at <http://wida.us/assessment/ACCESS/>. Students identified as ELL are eligible for support and services. *No Additional Services* may be completed for Bilingual/ESL Program Type (box 24) when a *Parent Refuses Services* (box 25). In most other cases ELLs, especially Title III-receiving districts, receive some type of direct or indirect support or services.

Districts will have the opportunity to review and update student demographic information during the online ACCESS for ELLs® data validation window scheduled for March 18-27. By mid-March, MetriTech will provide District Assessment Coordinators (DACs) with a secure login ID and password to access the online student records. Districts should verify that the student demographic information is correct as it may affect scoring.

ACCESS for ELLs® score reports will be sent to districts April 14-17, 2015. The cover and score reports are available to districts in multiple languages on the WIDA website at <http://wida.us/assessment/ACCESS/> posted on the *Sample Letters to Accompany Parent/Guardian Report*. Once again, thank you and all your staff for making this happen.





### Alternate ACCESS for ELLs™ Update

The Alternate ACCESS for ELLs™ is an assessment of English language proficiency (ELP) for students in grades 1–12 who are classified as English language learners (ELLs) and have significant cognitive disabilities that prevent their meaningful participation in the ACCESS for ELLs™. The Alternate



ACCESS for ELLs™ test window coincides with the ACCESS for ELLs®, test window, December 1, 2014-February 6, 2015.

The Alternate ACCESS for ELLs™ *Parent/Guardian and Teacher Score Report* will be sent to districts in April. The *Parent/Guardian and Teacher Score Report* presents information about the student's performance. The report summarizes student performance based on WIDA's Alternate English language proficiency levels. For more information on how to interpret the score reports, please access the password-protected WIDA site at <http://wida.us/assessment/alternateaccess.aspx>.

### ACCESS for ELLs 2.0 Update

As you know, Wisconsin with a consortium of other states is working with WIDA to develop a next-generation ELL assessment. ACCESS for ELL 2.0 Wisconsin field test window extends from December 15, 2014-February 20, 2015. Participating districts should contact WIDA's field test coordinator, Alex Bauer, [Alex.Bauer@wisc.edu](mailto:Alex.Bauer@wisc.edu) with field test questions. ACCESS for ELLs 2.0 will be fully operational in Wisconsin in 2015-16. More information about both the field test and operational test can be found at <https://www.wida.us/assessment/ACCESS20.aspx>.

Contact Audrey Lesondak at [audrey.lesondak@dpi.wi.gov](mailto:audrey.lesondak@dpi.wi.gov) or (608) 267-5153 for more information about Wisconsin's English Language Proficiency assessments.

### PALS Update



As with all assessments, including screeners like PALS, the understanding and use of the information from the assessment is critical. The PALS training site offers a

number of courses that are beneficial for teachers. Three particular courses should be considered for all teachers:

- "Monitoring Student Progress with PALS,"
- "Using PALS Data to Drive Instruction," and
- "Concept of Word in Text"

To access the training site, go to <http://pd.casenex.com/>. The optional PALS-K mid-year administration window is currently open through February 20.

The spring administration window for PALS is scheduled for April 27-May 22, with the score entry deadline set for June 5, 2015. The spring administration is a required administration for all 4-year old kindergarten through 1<sup>st</sup> grade students and is also required for all 2<sup>nd</sup> grade students who did not achieve the high benchmark designation in the fall. Teachers will need to choose two weeks within the window to administer the assessment to their students.



For the 2015-16 school year, the PALS requirements will remain the same. Students in grades 4K through 2<sup>nd</sup> grade will need to be screened in fall and spring. New screening kits

(Form B) will be provided to all 2<sup>nd</sup> grade teachers while 4K, kindergarten, and 1<sup>st</sup> grade teachers will receive new packets of consumable materials. District assessment coordinators will be receiving an order form to request these materials before the end of March.

The PALS Wisconsin Resource Center, available at <http://www.palswisconsin.info>, serves as the portal for information on required training, policy issues, and other information relevant to the administration of the PALS screener. Please utilize the portal as your first stop if you have any questions about PALS. For additional assistance or if you need to request Braille or Deaf/Hard of Hearing PALS materials, contact Duane Dorn at [duane.dorn@dpi.wi.gov](mailto:duane.dorn@dpi.wi.gov) or (608) 267-1069. For questions about the online training and the online score entry and reporting system, District Assessment Coordinators (DACs) may contact PALS at (888) 728-7257, while teachers should contact PALS at [support@palshelp.com](mailto:support@palshelp.com).



# PUBLIC INSTRUCTION

## ASSESSMENT & ACCOUNTABILITY

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### WISEdash Update

We are pleased to announce that Forms Manager is now available in WISEdash for Districts. This is an excellent tool for improvement planning. Forms Manager is an embedded



application inside WISEdash for districts that enables a user to create a form based on an existing template to

perform data inquiry. With one click a user collects data snapshots for data inquiry. These snapshots are then added to the form. The form can then be filled out with notes, questions, and action plans based on the data snapshots chosen for analysis. The forms are saved with your personal login, and can be exported in several formats. A completed form conveniently documents your findings and supports improvement planning. See the Forms Manager User Guide for instructions:

[http://wise.dpi.wi.gov/sites/default/files/imce/wise/pdf/formsmanager\\_userguide\\_forms.pdf](http://wise.dpi.wi.gov/sites/default/files/imce/wise/pdf/formsmanager_userguide_forms.pdf).

- 2013-14 AP data are now available in WISEdash Public and WISEdash for Districts.
- Fall 2014 MAP data are now available in WISEdash for Districts.

Note that the forms manager description above comes from the forms manager user guide.

### Accountability Update

Three years ago the U.S. Department of Education (USED) offered states the opportunity to apply for flexibility on certain provisions of the federal Elementary and Secondary Education Act (ESEA), currently known as the No Child Left Behind Act (NCLB). In

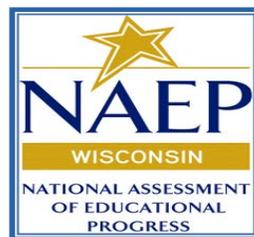


exchange for the flexibility, DPI designed a plan, which was approved in July, 2012, to improve educational outcomes for all students, close achievement gaps, increase equity, and improve the quality of instruction. DPI's current waiver expires at the end of the 2014-15 school year and we are applying for a three-year extension, through the 2017-2018 school year.

The waiver renewal process follows a similar timeline as before. DPI is updating and clarifying the existing waiver documents to inform USED on our progress and

implementation of initiatives outlined in the waiver. As with our initial waiver application, we will be seeking input from educators, administrators, parents, and the general public with an online survey. The survey and materials summarizing the renewal will be posted in February. Please contribute your ideas and provide as much feedback as you can!

### NAEP Updates



Schools participating in NAEP should be completing the activities under Prepare for Assessment in MyNAEP. Please note that the deadline to submit current student rosters was extended by Westat in response to some issues with the MyNAEP website. Thank you for all

your patience while these new systems are established and implemented. Angela Dugas is communicating with Westat regularly regarding the difficulties that schools have experienced with MyNAEP. If you have specific feedback or suggestions for future improvements, please email Angela Dugas at [angela.dugas@dpi.wi.gov](mailto:angela.dugas@dpi.wi.gov). Thanks again for your participation and support of NAEP in Wisconsin.

### DACs To-Do List from this Issue:

- Send WKCE/WAA-SwD IPRs to parents
- Register for Badger Exam Pretest workshop
- Register for ACT Aspire spring training
- Register for Wisconsin ACT State Organization Annual Conference
- Complete DLM user, student, and roster uploads by February 23, 2015
- ACCESS for ELLs data validation window is March 18-27, 2015

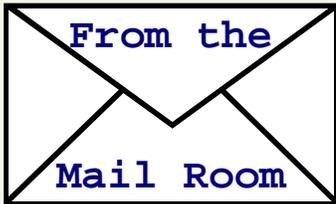




# PUBLIC INSTRUCTION

## ASSESSMENT & ACCOUNTABILITY

Newsletter - Issue XXXIII, February 2015



### "Who is responsible for testing a student with a disability who is placed in a Residential Care Center (RCC) when the RCC is a third party provider?"

If the student is still enrolled in a district and they manage the student's IEP, it is the district's responsibility to test the student. The district should share the assessment resources and trainings, and work with the RCC to complete testing; however, it is not the facility's responsibility to test the student. This student will be tested by a trained proctor, in a secure setting, with an internet connection, on a district-owned device with the secure browser installed. If the student is not tested by the district, the student counts as a non-test participant for accountability.

NOTE: The district holding the IEP is usually the district of accountability, regardless of which district is responsible for providing educational services, for holding the Wisconsin Student Number (WSN), and for submitting data to ISES. There are many different scenarios in which a student is enrolled in an RCC. If you still need additional information, please contact OSA at (608) 267-1072.

## FAQ...

Some of the following FAQs are being repeated from last month's newsletter as they continue to be hot topics.

**Q. When is parent/guardian opt-out allowed?**

When a parent or guardian requests that the student be excused from participating in the WSAS, this request must be honored at grades 4, 8, and 9-11, per Wis. Stats. [118.30\(2\)\(b\)3](#). This request may come at any time during the testing window. All students excused by parent opt-out are marked as "not tested" students in school and district reporting determinations.

**Q. How does a parent/guardian request an opt-out for their student?**

A parent must submit a written request for student opt-out to the principal or the school board. Per Wis. Stats. [118.30\(2\)\(b\)3](#), if the student is in grades 4, 8, and 9-11 the request must be granted. However, if the student is not in the above mentioned grade levels, the decision to grant the request is at the discretion of the school board.

**Q. Who is responsible for testing students attending a Virtual School?**

Virtual schools are responsible for testing all students enrolled in tested grades. This may be done in the district, or with district staff at other arranged sites. Other districts should not test students who live in their attendance area and attend a virtual school in another district.

**Q. Are there any examples of scheduling Badger Exam? Will specific weeks be assigned to individual schools for testing during the test window?**

Test times and sample test schedules are available in the Badger Exam webpage at <http://oea.dpi.wi.gov/sites/default/files/imce/oea/pdf/Badger%20Exam%20Sample%20Test%20Schedules.pdf>.

Schools and districts can test anywhere within the test window of March 30 to May 22, 2015. There is no plan to assign specific weeks for individual schools/districts. The recommendation is for schools/districts to not wait until the end of the test window in order to have ample time to complete tests for all students and to allow any makeup testing.

**Q. Do I need to test a foreign exchange student?**

Yes. You must test all students enrolled in tested grades.



## Building Assessment Literacy...

### The Badger Exam Secure Browser

#### The Badger Exam Secure Browser



The Badger Exam Secure Browser is an internet browser that allows secure/locked down access to the Badger Exam only. You do not need another internet browser (i.e., chrome, Internet explorer) to run the Badger Exam Secure Browser as it is a browser on its own.

The secure browser for the Badger exam is separate from the field test version. The field test version or any existing secure browsers you may have used with prior Smarter Balanced assessments must be removed and the new secure browser needs to be downloaded for the Badger Exam. The Badger Exam will not run on a Smarter Secure browser.

The Badger Exam Secure Browser will be available for Chromebooks and Windows January 21. The secure browser for Mac, iPad, Linux, and Android will be available March 9. These are two separate releases for the different operating systems.

#### How is the Badger Exam Secure Browser Used with the Badger Exam Practice Test?

The Badger Exam Practice Test will be available January 21, 2015 and can be used at any time. The Badger Exam practice test is available through a public website and open to all devices. The only time you need to use a secure browser with the practice test is if accessing text-to-speech or Braille.

Due to the release dates of the secure browsers, if you are a Mac-based school and need to access Text-to-Speech or Braille in the practice test prior to March, you will need to do so through the secure browser on a windows device or Chromebook. Also, for schools using Internet Explorer (IE) as their web browser, the Badger Exam Practice test and Smarter Balanced practice test will not run on IE. In this case, these schools will need to use The Windows and Chrome Badger Exam secure browsers to access the Badger Exam practice test.



#### How do I install the WDPI Badger Exam Secure Browser on my computers?

Users can download the WDPI Badger Exam Secure Browser by logging into the Test Operations Management System (TOMS) or on the Badger Exam 3-8 Portal that is available on the DPI website: <http://oea.dpi.wi.gov/assessment/Smarter>. After downloading the WDPI Badger Exam Secure Browser, follow the installation instructions on the screen.

Students using Braille devices (Jaws and Voice-Over), speech-to-text, or other assistive technology software will be required to use the Assistive Technology Badger Exam Secure Browser to take the Badger Exam 3-8. More information on settings and how to install this browser can be found in the Technical Coordinators Manual.



# PUBLIC INSTRUCTION

## ASSESSMENT & ACCOUNTABILITY

Newsletter - Issue XXXIII, February 2015



We hope you find this newsletter and its contents beneficial. As the Office of Educational Accountability (OEA) and Office of Student Assessment (OSA) work to improve and refine this communication tool, we appreciate feedback and/or suggestions on the layout and content. Please contact Assessment and Accountability at [osamail@dpi.wi.gov](mailto:osamail@dpi.wi.gov) with questions, feedback, and/or suggestions.



### Contact Information...

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