Assessment

Reminder:

Verify Student Data

DPI will load student data from WISEdata into the DRC INSIGHT Portal (Forward) and PearsonAccess^next (ACT with writing and PreACT Secure). To ensure that you have the correct roster of students for testing, please make certain that your student enrollment and demographic data are correct in WISEdata before the end of the day on January 25.

ACCESS for ELLs

New:

Materials

The last day to order Additional Materials is January 26. All materials are due back to DRC on or before Tuesday, February 13. Please ensure that UPS picks up your materials by Friday, February 9 to meet this deadline.

Reminder:

Student Transfers

If you have a student transfer into your district from another Wisconsin district, please complete the Student Transfer Request for ACCESS for ELLs form. We will transfer their registration to your district, and the student will not need to be administered any domains they have already completed.

ACT

New:

Online Testing Site Readiness Service

On January 15, ACT will begin their outreach to schools and districts who opted into ACT's Online Testing Site Readiness Service. DACs should continue to monitor emails and calls from this service.

Reminder:
Accommodation Requests Reminder
The deadline to submit requests for spring 2024 testing is **January 19**. DPI strongly encourages schools to **enter requests into the Test Accessibility and Accommodations System (TAA) now** to avoid delays and allow time for reconsideration if needed.

- Submit requests early - well before the **January 19 deadline.**
- Refer to Step 3: Accommodation, on the Wisconsin ACT Webpage for accommodation and EL support resources and training.
- Log into the TAA to view status and decisions on accommodations/EL support requests.
  - If a request is not approved, you can submit again for reconsideration.
  - Reach out to OEA as soon as possible if you are experiencing difficulty receiving an approval for an accommodation.

PreACT Secure

Reminder:
2024 Testing Resources
The following PreACT Secure testing resources have now been posted to the Wisconsin PreACT Secure webpage. Please disseminate this information out to all testing staff.

- Schedule of Events - Important Dates
- PearsonAccess^{next} User Guide for PreACT Secure - Step 1
- Online testing technical resources - Step 2
- Accessibility Supports Guide for PreACT Secure - Step 4
- All test administration manuals, forms and administration supplement - Step 5

DLM

New:
Training
In order for a teacher to be able to administer the DLM they need to complete the required teacher training. Teachers who are new to DLM or did not complete training last year need to complete the new teacher training. Returning teachers who completed the training last year need to complete the returning teacher training this year. Please encourage teachers to complete the training as soon as possible.

Reminder:
Rosters and Users
Please make sure that all Test Administrators and students have been added and updated in Educator Portal. In order for teachers to complete the first contact surveys, students need to be rostered to the teachers. Please also confirm users are up to date and that any users that do not require access are removed. If you have any questions about rosters and users, please contact Mike Peacy.

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Forward Exam

Reminders:

2024 Forward Exam Resources
The DRC INSIGHT Portal Guide and the Test Administration Manual will be available January 8 on the [Forward Exam Resources webpage](#).

New Forward Exam Practice Test
The new Forward Exam Practice Test, for each tested grade and content level, is now available on the [Forward Exam Practice Test webpage](#). All students should be given the opportunity to practice with the online Forward Exam Practice test as new tools and functionality have been included (e.g., Text-to-Speech Universal Tool for all students). [Updated Student Tutorials](#) are also now available and should be used in conjunction with the practice test.

2024 Forward Exam Trainings
The Forward Exam pre-recorded trainings for District and School Assessment Coordinators (DACs/SACs) and Test Administrators (TAs) are available on the [Forward Exam Trainings webpage](#).

- **DAC/SAC Training** - This is a full training required for all DACs/SACs that did not attend the in-person training sessions in November.
- **Test Administrator (TA) Training** - This training is required for all TAs and covers all information TAs need to prepare for and administer the Forward Exam. DACs should ensure that all TAs view this training.

NAEP and International Assessments

(for schools selected to participate in 2023-24 assessments only)

New:

NAEP Assessment Management System (AMS) Updates
The NAEP AMS has had a number of updates recently but also some intermittent outages. If you have trouble with the system, contact the NAEP Help Desk at NAEPHelp@westat.com or (800) 283-6237.

Automatic emails have been going out from the NAEP AMS to designated NAEP School Coordinators to remind them of upcoming tasks. In some schools, the School Coordinator is the DAC, in which case the DAC will receive those updates. Requests have been made to include DACs on the emails as well, but at this time those emails continue to go directly to the School Coordinators. In addition, DACs have a limited view of the school tasks on the NAEP AMS. Please continue to review this DAC Digest where updates will be posted.

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Reminder:

NAEP Assessment Planning Tasks Now Open

NAEP School Coordinators can now access the Assessment Planning Tasks in the NAEP Assessment Management System (AMS). Registered School Coordinators should have received an email from westatstudies.com the morning of December 4 notifying them of the tasks that include:

- Schedule the Assessment Planning Meeting
- Provide Student Information
- Assessment Logistics
- Notify Parent/Guardians
- Manage Questionnaires (opened January 2)

NAEP High School Transcript Study Open Through January 31

The NAEP High School Transcript Study (HSTS) data collection is now open in the NAEP Assessment Management System (AMS). HSTS Coordinators will complete the course catalog submission and the transcript information survey, which are open through the **end of January**. The last step of the HSTS is the student transcript submission which will open in the summer of 2024.

See the NAEP webpage for grade levels and content areas assessed, dates, additional information, and resources; and contact Angela Dugas with any questions. If there are issues with the NAEP AMS, please contact the NAEP Help Desk at NAEPHelp@westat.com or (800) 283-6237. To reset your password for the NAEP AMS, click "Learn more about how to log in" and then click "Forgot password".

Reading Readiness

Reminder:

For detailed information about requirements for screening go to the Assessment of Reading Readiness Overview webpage.

New Resources

As new resources are posted to our website, we will include them here for your convenience for a few weeks. This is NOT an exhaustive list but meant to highlight resources with significant relevance to our upcoming test windows.

Resource	Description	Assessment
DRC INSIGHT Portal Guide	Helps DACs, SACs and other users manage user permissions, student information, and testing responsibilities in the DRC INSIGHT Portal.	Forward

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Resource	Description	Assessment
[Test Administration Manual](#)	The TAM provides information for Test Administrators (TAs) in order to successfully administer the Forward Exam.	Forward
[Forward Exam Practice Test](#)	Students should be given the opportunity to practice with the online Forward Exam Practice test as new tools and functionality have been included.	Forward
[DAC/SAC Training](#)	Required training for all DACs/SACs that did not attend the in-person training sessions in November.	Forward
[Test Administrator (TA) Training](#)	Required training for all TAs and covers all information TAs need to prepare for and administer the Forward Exam. DACs should ensure that all TAs view this training.	Forward
[Student Transfer Request for ACCESS for ELLs form](#)	Request transfer of students into your district.	ACCESS

Important Dates to Remember

Be sure to refer to each specific assessment calendar for a complete list of key dates.

Date	Event	Program
January 17	Attend Wisconsin Specific ACT Office Hour	ACT
January 19	**Deadline to submit accommodations/supports in TAA**	**ACT**
January 22	PearsonAccess next (PAnext) opens for 2024	PreACT Secure
January 26	Additional Materials window closes	ACCESS
January 29	NAEP testing window opens (for selected schools only)	NAEP
January 29 -31	Verify ACT Student Rosters in PAnext	ACT
January 29	Student Rosters available in PAnext	PreACT Secure

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Date	Event	Program
January 30	Attend PreACT Secure Test Administration #1 training	PreACT Secure
January 31	NAEP High School Transcript Study submissions due (for High Schools participating in NAEP 2024 only)	NAEP
February 2	Test window closes	ACCESS
February 13	All materials must be received by DRC for scoring	ACCESS