



# The DAC Digest

Assessment & Accountability Updates

November 28, 2023

## Assessment

### New:

#### District Assessment Coordinator (DAC) Confidentiality Agreement

DACs from districts administering the ACCESS for ELLs who have not already completed the 2023-24 [DAC Confidentiality Agreement](#) should do so now and submit to OEA as soon as possible. The form may be completed electronically and signed electronically using Acrobat Reader. Be sure to read the terms for each assessment and select the appropriate options on the ACT agreement prior to signing. The entire document needs to be submitted to OEA once signed. If your district is not administering the ACCESS for ELLs for 2023-24, be sure to submit your form by March 1. All other confidentiality forms (SACs, DTCs, STCs, etc.) remain individual forms, but may be completed electronically, and once completed are to be retained at the school/district level.

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## Accountability

### Reminder:

#### Data for 2023-24 Accountability Being Captured December 5

The [WISEdata Student Snapshot](#) scheduled for December 5 will capture data to be used throughout 2023-24 School and District Report Cards and ESSA and IDEA accountability systems. Please see page 1 of the [November 9 DAC Digest](#) for more information and resources to help you prepare your data for this upcoming snapshot. If you have questions about the student data snapshot or how to resolve data issues, please submit a [WISE Help Ticket](#).

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## ACCESS for ELLs

### New:

#### Test Window Opens

On December 4 the ACCESS for ELLs test window will open. 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.



## Reminder:

### Materials Delivery

On November 28, materials will be delivered to the district based on the rosters uploaded in October. Please plan to inventory your materials and distribute them to schools as needed. At this time, additional materials may be ordered through the WIDA AMS portal, and they will be delivered in about two business days.

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## ACT

### New:

#### Selecting 2024 ACT Test Date/Window - Deadline

The deadline for selecting your 2024 ACT testing date/window is **December 8**. Schools should select test dates, testing mode, shipping dates, and verify addresses under each high school profile in PearsonAccess<sup>next</sup>. If your school/district has a conflict that would prevent testing in Test Window 1 or 2, please reach out to [Nikki Braconier](#) for assistance. As a reminder, DPI strongly encourages schools to **test as early as possible** to maximize the number of makeup testing dates available.

#### Managing Contact Information and User Accounts in PearsonAccess<sup>next</sup> (PANext)

DACs should update the contact information section of PANext as soon as possible to ensure ACT and DPI have the correct contact information on file to avoid delays in shipping and receipt of important assessment information. Please also remember to grant access to the PANext spring 2024 ACT portal to testing staff and remove access for users no longer in testing roles.

#### Wisconsin Specific ACT Office Hours

ACT and DPI will be hosting four Wisconsin Specific ACT Office Hours this year. The first Office Hours meeting will be held on **Wednesday, December 6 at 10:00am**. We will briefly cover ACT accommodations and supports, then open up the floor for general Q&A. No registration is required. Office hours meetings are held via Microsoft Teams and each may be accessed using the same [2024 Wisconsin ACT Office Hours Meeting Link](#).

All additional training opportunities and office hours are listed on the [DPI ACT Trainings webpage](#).

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## PreACT Secure

### Reminder:

#### 2024 Technical Readiness Resources

The technical requirements for taking the PreACT Secure and the PreACT Secure Technical Guide have been posted under the [Wisconsin PreACT Secure webpage, Step 2](#).

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## DLM

### Reminders:

#### User Accounts

User accounts need to be created for teachers who plan on administering the DLM. Administrators may begin their training as soon as an account has been created. Training should be completed as soon as possible. When looking through user accounts, please remove any accounts of users that no longer need the access.

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## Forward Exam

### New:

#### 2024 DRC INSIGHT Portal Permissions

DRC has assigned DACs permission to access the 2024 DRC INSIGHT Portal. DACs do not need to assign permissions to other users until January or February 2024. Information about how to assign users will be provided in the DRC INSIGHT Portal Guide, available on January 8. DACs who did not receive the email from 'noreply@datarecognitioncorp.com' with the subject line "Your DRC INSIGHT Portal Account Has a New Profile", please contact the [DRC Help Desk](#) at (800) 459-6530.

#### Technology Training Videos

The Forward Exam District Technology Training Videos are now available on the [Forward Exam Technology Requirements and Resources webpage](#). This year DRC has provided six short training videos that cover all information District Technology Coordinators (DTCs) need to install Central Office Services and set up student testing devices.

### Reminder:

#### 2023-24 Technology User Guide

*The Forward Exam Technology User Guide* is now available on the [Forward Exam Technology Requirements webpage](#). The user guide is a multi-volume set that describes how to configure, install, manage, and troubleshoot the DRC INSIGHT System.

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## NAEP and International Assessments

### New:

#### NAEP High School Transcript Study Open Through January 21

For high schools participating in NAEP this year, the NAEP High School Transcript Study (HSTS) data collection is now open in the [NAEP Assessment Management System \(AMS\)](#). HSTS Coordinators should be designated at each high school and then register for the NAEP AMS. In the NAEP 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. Angela Dugas will follow up directly with HSTS Coordinators this week with more information.

### **Reminder:**

#### **Internet Connectivity Survey Due This Friday, December 1**

DACs with schools participating in NAEP should have received an email from Angela Dugas with instructions about registering for the [NAEP Assessment Management System \(AMS\)](#) and designating technology teams. The technology team member(s) should register for the NAEP AMS and then complete the Internet Connectivity Survey for their school(s) by **December 1**.

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](mailto: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".

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## **Reading Readiness**

### **Reminder:**

For detailed information about requirements for screening go to the [Assessment of Reading Readiness Overview webpage](#).

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## **Other Related Information**

### **New:**

#### **UW Direct Admissions Program**

The Deputy State Superintendent sent [an email to districts on October 27 regarding the new direct admissions program](#) being implemented within universities of Wisconsin. This program provides an excellent opportunity to support students and remove barriers to their college admissions process. General information about the program and a link to the dedicated webpage and contact person were included in the email. Please share this information with District Administration; interested districts must opt in by December 1, 2023. Contact Corina Diaz-Suazo at [directadmitwi@uwsa.edu](mailto:directadmitwi@uwsa.edu) with questions.

### **Reminder:**

#### **Assessment Professional Learning and Coaching Sessions**

The Office of Educational Accountability has partnered with CESAs to offer a free Assessment Professional Development and Coaching Series focusing on classroom level assessment and data use. The series includes 12 days of professional learning and five in-district coaching sessions. Visit the [Assessment](#)



[Professional Learning and Coaching Series website](#) or contact your local CESA office for more information and to apply for this professional learning and coaching series.

## 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
<a href="#">How to use DLM Score Reports</a>	A new video training on interpreting and using Score Reports.	DLM
<a href="#">Fall District Training</a>	Self-guided training on roles within Educator Portal.	DLM

## Important Dates to Remember

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

Date	Event	Program
November 28	Districts receive materials; additional material ordering window opens	ACCESS
December 1	NAEP Internet Connectivity Survey due	NAEP
<b>December 4</b>	<b>Test Window opens</b>	<b>ACCESS</b>
December 5	WISEdash Snapshot	ALL
December 6	Attend Wisconsin Specific ACT Office Hour	ACT
December 8	Deadline to select ACT testing and shipping dates	ACT
December 10	Lists of students selected for NAEP will be available in the NAEP AMS	NAEP
December 29	New Forward Exam Practice Tests available	Forward
January 8	DRC INSIGHT Portal Guide and Test Administration Manual available	Forward

Date	Event	Program
January 8	DAC and Test Administrator training videos available	Forward
January 8	Updated Student and Administrator Tutorials available	Forward
January 10	Attend ACT online testing/Technology Readiness training	ACT
January 17	Attend Wisconsin Specific ACT Office Hour	ACT
January 19	Deadline to submit accommodations/supports in TAA	ACT



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 Office of Educational Accountability  
 (608) 267-1072

<https://dpi.wi.gov/assessment/correspondence>

November 2023 Wisconsin Department of Public Instruction

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