



The DAC Digest

Assessment & Accountability Updates

February 14, 2024

Assessment and Accountability

Reminders:

Test Participation

Test participation is an important part of accountability determinations and performance data validity. Please work with building leaders to plan for successful test administrations by:

- Monitoring test participation within each assessment's administrative platform.
- Communicating regularly with School Assessment Coordinators (SACs) to support participation, for example, scheduling makeup sessions when needed.
- Scheduling testing early in the test window to ensure time for makeup testing or other unforeseen circumstances.

[NCEO Resource on Participation in Statewide Assessments](#)

The National Center on Educational Outcomes (NCEO) has developed a tool kit that identifies and describes reasons why all students, including students with disabilities, English learners, and English learners with disabilities should participate in state tests.

LEAs and school administrators can use this tool as a guide when communicating with educators, families, and students about why it is so important that students participate in state assessments. The tool kit contains materials that LEAs as well as IEP Teams can use for communicating about making state test participation decisions for all students.

Test Participation and Accountability

The Office of Educational Accountability (OEA) would like to provide districts and schools with some reminders on the impact of test participation on state and federal accountability. Please see below for more information.

[Federal Accountability \(ESSA\)](#)

ESSA requires Academic Achievement calculations to be based upon the greater of 95% of students enrolled for the full academic year or the actual number of students tested. Hence, schools that have student groups with lower than a 95% test participation rate have their scores reduced. Wisconsin's ESSA system applies this requirement by adjusting the denominator of the points-based proficiency rate calculation to the 95% tested level for schools testing below the required 95% rate.



For example, if a middle school serving students in grades 6-8 had 100 full academic year students, but only 90 of these students participated in state assessments, the school's points-based proficiency rate is calculated by dividing the number of points by 95 (minimum participation required by ESSA) rather than 90 (the actual number of students tested). This results in a lowered achievement score for that school.

State Accountability

DPI publishes school and district test participation on school and district report cards for informational purposes only. That is, test participation has no impact on report card scoring. This rule has been effective since the 2016-17 report cards. Please note that a minimum two years of 20 full academic year tested students are required to generate a report card score.

If you have questions about accountability, please [contact OEA](#).

District Assessment Coordinator (DAC) Confidentiality Agreement Due March 1

All DACs who have not yet completed the 2023-24 [DAC Confidentiality Agreement](#) should do so no later than March 1. The form may be completed and signed electronically using Acrobat Reader. Be sure to select the appropriate options on the ACT agreement prior to signing. The entire seven-page document needs to be submitted to OEA once signed. All other confidentiality forms (SACs, DTCs, STCs, etc.) remain individual forms, may be completed electronically, and once completed are to be retained at the school/district level.

ACCESS for ELLs

Reminders:

Data Validation Window

The pre-reporting Data Validation window will be open February 21-29. Please plan to check that student names and IDs are correct and ensure that Writing booklets for grades 1-3 were properly matched to the online test sessions. DRC will send an email with data validation instructions on February 14, and you may also participate in the training hosted in the [WIDA Secure Portal](#) prior to that time.

Materials

To ensure that DRC has received all your materials, go to the WIDA AMS under Report Delivery > Test Results and choose the Report option called 'Secure Materials Tracking Reports'.

ACT

New:

Online Testing Readiness

Districts testing online during Test Window 1 should have begun online site readiness tasks. Online site readiness resources are on the [Wisconsin ACT Website, Step 2 - Configuration, Complete Site Readiness for Online Testing](#).

Online Testing Administration

Test Coordinators should be actively creating and assigning students to test sessions in the [PearsonAccess^{next} ACT portal](#) for Test Window 1. Instructions on how to create test sessions and assign students to a test session can be found in the [Online Testing Administration Manual](#) (p. 39) and in the [Create and Assign Test Sessions Tutorial](#).

Note: The last day to switch from online to paper testing **and** to order materials is **March 1** for Test Window 1.

Testing Staff Training Session

DACs or Test Coordinators are required to host a training session for all testing staff (new and experienced) prior to testing. This training is separate from the briefing session on test day. The following resources provide information that should be included in your training:

- [Test Coordinator Information Manual](#) (starting on page 21)
- [Standard Paper ACT Test Administration Manual](#) (starting on page 14)
- [Paper Accommodations ACT Test Administration Manual](#) (starting on page 16)
- [Online/Online Accommodations ACT Test Administration Manual](#) (starting on page 23)
- Additional training tutorials can be found on the [Wisconsin ACT Website](#)

Reminders:

Test Materials Shipping

ACT began shipping materials for Test Window 1 the week of February 12 and will continue to ship materials based on the shipping date selected in PearsonAccess^{next} (PANext). Instructions on how to track your shipment can be found in the [PearsonAccess^{next} User Guide](#) under the View Status and Shipment Information section. Once materials have been received, follow the instructions outlined on page 27 of the [Test Coordinator Information Manual](#) to check in and secure your test materials. Run the [Accommodations and Supports Roster](#) in PANext to obtain a list of students with approved accommodations and required materials. If you are missing materials, please reach out to ACT immediately.

Note: District and school staff including athletic coaches who have relatives testing on state test days should not have access to secure materials prior to test day. For additional information on testing staff requirements, please see the [Test Coordinator Information Manual](#).

MyACT Non-Testing Activities

MyACT materials will arrive with your test materials shipment. Distribute one copy of the [Taking the ACT Test](#) booklet and an individualized [MyACT Non-Test Instructions](#) to students. Students must register and complete their MyACT account set-up no later than two days post testing. Resources to assist students with completing their MyACT account can be found on the [Wisconsin ACT Website, Step 4 - Preparation, Complete Non-Test Activities](#).

PreACT Secure

New:

Online Testing Readiness

Districts may begin online site readiness tasks for PreACT Secure. Technical readiness resources are on the [Wisconsin PreACT Secure Website, Step 2 - Complete Site Readiness](#).

Creating Test Sessions

Once Test Coordinators have verified enrollment and entered accommodations for students, they may begin creating test sessions and assigning students to those test sessions in the [PearsonAccess^{next} PreACT Secure portal](#). Instructions on how to create test sessions can be found in the [Online Testing Administration Manual](#).

Reminder:

Accessibility Supports

Schools can now begin to enter accessibility supports for the PreACT Secure. Accommodation and English learner supports are entered directly into PearsonAccess^{next} (PANext) and do not require prior approval from ACT. Instructions on how to enter supports can be found in the [PreACT Secure Online Administration Manual - Testing with Accessibility Supports](#) (p. 8). Please keep in mind the following when entering supports:

- All accommodated testing is administered online except for Braille, Large Print, and Human Reader's Script. Change these students' delivery format to paper testing.
- Accommodations **must** be entered before assigning a student to a test session.
- Accommodations may be entered individually or as a group by import/export (new 2024).

Additional resources can be found under [Step 3 - Accommodation of the Wisconsin PreACT Secure webpage](#).

DLM

New:

First Contact Surveys

First Contact Surveys are an important part of the test preparation process and determine the linkage level in which the student's assessment will begin. DACs should monitor the First Contact Survey data extract to ensure surveys are showing as completed. If the extract still shows the survey as "Ready to Submit" after the survey has been completed, the teacher needs to submit.

Data Extracts

District Assessment Coordinators should monitor district data extracts in Educator Portal (under reports) to ensure students and teachers are prepared for the test window. Please pay close attention to the following extracts:

- Rosters - ensure all students are rostered
- Training - ensure all teachers have completed their training
- First Contact Surveys (FC) - ensure all FCs have been completed

Reminder:

Test Preparation Steps to be Completed by February 23

In order to prepare for the spring administration of the DLM, districts should complete the following four critical tasks by February 23.

- Create teacher user accounts and ensure security agreements have been accepted
- Complete teacher training
- Roster students
- Complete First Contact Surveys and Personal Needs and Preference Profiles

Contact [Mike Peacy](#) with any questions related to the DLM and preparation for the 2024 administration.

Forward Exam

New:

Student Transfers

If a student moved into the district after data were uploaded to the DRC INSIGHT Portal on January 25, a student transfer request must be submitted to DRC. Only DRC can transfer a student record between districts in the DRC INSIGHT Portal, and only the **DAC can request a student be transferred into their district** (not out of their district). Transfer requests may be submitted now, but DRC will not begin transferring students in the Portal until March 4. There are three ways to request a student be transferred into your district:

- Use the [transfer spreadsheet](#)
- Use the DRC INSIGHT Portal transfer request form



- Call the DRC Help Desk

See the [DRC INSIGHT Portal Guide](#) for step-by-step instructions and the Testing Scenarios Table in the appendix for more information on student transfers throughout the testing window.

Extended Testing Hours

Forward Exam testing is accessible from 7:00am - 5:00pm, Monday through Friday. Districts may once again opt to test students in-person on Tuesday, Wednesday, and Thursday evenings until 8:00 pm, and on Saturdays from 8:00am to 4:00pm during the testing window. Districts should be aware that no Help Desk or technical support will be available from DRC or DPI for testing during extended hours. To utilize the extended hours, DACs must complete and submit the [Forward Exam - Extended Testing Hours Request Form](#) for their district. The request form must be submitted a minimum of one week prior to the planned extended hour testing day.

Reminders:

Forward Educator Involvement Opportunities

DPI is still recruiting a diverse group of educators from all over Wisconsin (including English learner and special education teachers) to participate in three separate Forward Exam Educator Involvement Opportunities: Rangefinding, Standard Setting, and New Item Review. These events are all important steps in the development and scoring of the Forward Exam. This is a great opportunity to be a part of the Forward Exam development and scoring, have detailed input on the exam, and take knowledge back to your district about the processes. More information about each opportunity, including how to apply, is available on the [Forward Exam Educators Involvement webpage](#). **Please share this information with the educators in your district.**

DPI English Language Arts (ELA) Office Hours

DPI English Language Arts Consultant, Bianca Williams-Griffin, alongside her literacy and assessment colleagues will be available to answer questions about the ELA writing standards and to discuss the new short write tasks on the Forward Exam during office hours on Mondays from 3:30-4:20 pm and Tuesdays from 9:00-9:50 am, beginning the week of February 12. To join the Office Hours, please use this [Office hours webinar session Zoom link](#). **Please share this information with the educators in your district.**

DRAFT ELA Short Write Task Rubric Now Available

DRC has released the grade 3 DRAFT rubrics for the ELA short write tasks. Once finalized there will be grade-level rubrics for each writing mode. This DRAFT rubric will provide educators with information about how the short write tasks will be scored. The rubrics are based on W2 and 3 in the ELA writing standards for each grade. Rubrics will not be finalized until after the [ELA Rangefinding meeting](#) which will occur in April. Finalized grade-level rubrics will not be released until late summer or early fall. The DRAFT rubric is available on the [Forward Exam Resources webpage](#). Short write task FAQs on the [Forward Exam Frequently Asked Questions webpage](#).



Optional Add Accessibility Features Window is Now Open

During this optional window (February 12-23), districts may use the Multiple Student Upload process to upload designated supports and accommodations for multiple students at one time into the DRC INSIGHT Portal. As a reminder, Text-to-Speech (TTS) is now a Universal Support for all students and does not need to be assigned in the Portal. Accessibility features may also be entered into the Portal on an individual student or “mass assign” basis as needed, beginning March 4. Instructions for all three processes are available in the [DRC INSIGHT Portal Guide](#).

Student Data Upload

The student data submitted to DRC on January 25 will be available for users to view and edit in the DRC INSIGHT Portal on March 4. Please ensure that any corrections made to the data in the portal are also reflected in the district’s Student Information System (SIS).

NAEP and International Assessments

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

Reminder:**NAEP Assessment Window Extended**

NAEP School Coordinators should complete all Assessment Planning Tasks in the [NAEP Assessment Management System \(AMS\)](#) before the school’s test date. NAEP field staff will follow up with individual schools to provide support in completing remaining tasks. DACs can review the progress of most of the tasks in the NAEP AMS but will not have full access to all the tasks unless they are also designated as the School Coordinator. Please contact [Angela Dugas](#) if there are any questions.

See the [NAEP webpage](#) for grade levels and content areas assessed, dates, additional information, and resources. 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
Transfer Request Spreadsheet	DACs can request a student record in the DRC INSIGHT Portal be transferred into their district from another district.	Forward
Forward Exam - Extended Testing Hours Request Form	DACs may submit a request to test students during preset extended testing hours throughout the window.	Forward
Grade 3 DRAFT Rubric	Grade 3 DRAFT rubrics for the ELA short write tasks	Forward

Important Dates to Remember

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

Date	Event	Program
February 12-23	Optional Add Accessibility Features window	Forward
February 13	All materials must be received by DRC for scoring	ACCESS
February 19	ACT materials ship for Test Window 1	ACT
February 21-29	Pre-Reporting Data Validation Window	ACCESS
February 23	Verify Users and students are updated in Educator Portal	DLM
February 23	Verify students are rostered and First Contact Surveys complete	DLM
February 23	Verify Teachers have completed their trainings	DLM
February 26	Paper testing order window opens	PreACT Secure

Date	Event	Program
March 1	Last day to enroll students for Test Window 1 and order materials	ACT
March 4	Access to DRC INSIGHT Portal test sessions, individual student information, and ability to assign individual student accessibility features	Forward
March 5	Attend PreACT Secure Technical Readiness Training	PreACT Secure
March 6	Third and Final DAC/SAC and DTC Q&A Webinar	Forward
March 8	Deadline to submit Qualified Exceptions to the Deadline accommodations/supports for Test Window 1	ACT
March 8	Begin preparing online test sessions and precache test content for Test Window 1	ACT



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