Assessment and Accountability

Reminder:

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 electronically 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, but may be completed electronically, and once completed are to be retained at the school/district level.

Accountability

Reminder:

Preliminary Joint Federal Notifications

Preliminary joint federal notifications will be available in [SAFE, the Secure Access File Exchange](#) on **February 29**. The reports include:

- District Summary Report
- IDEA LEA Determinations
- ESSA Accountability Report
- ESSA Progress to Exit Report for schools with a Comprehensive Support and Improvement (CSI) or Additional Targeted Support and Improvement (ATSI) identification.

Final reports, including the Racial Equity in Special Education (disproportionality) report, will be released in April 2024.

Please note that preliminary reports should not be shared with the public. In addition, the LEA Determination reports may contain personally identifiable information and should never be shared with the public.

For questions about ESSA, please contact [Sam Bohrod](#). For questions about IDEA, please contact [Courtney Reed Jenkins](#).

ACCESS for ELLs

Reminder:

Data Validation Window

The pre-reporting Data Validation window will close February 29. Please 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. Demographics are sourced from WISEdata, so only the core identifying information needs to be checked at this time.

Do Not Score codes should not be used unless a student should receive no score at all. If these codes are applied to online domains for students taking Alternate ACCESS for ELLs, DRC will not score their booklets.

ACT

New:

Important Technology Update: ACT and PreACT Secure

On February 23, ACT released **updates** to the ACT and PreACT Secure Technical Guides for Online Testing. Please check that the [Required Version of TestNav](#) has been downloaded and review the [Software Requirements for TestNav Section](#) **prior to testing** to ensure you have a compatible version of your operating system. **Please disseminate this information out to all Test and Technical Coordinators**. Additional information and technical tips can be found in the [ACT/PreACT Secure Technical email](#) sent on February 28.

Accommodations: Pre-Recorded Audio Hyperlinks

ACT will begin emailing Test Window 1 pre-recorded audio hyperlinks and instructions to Test Coordinators on Thursday, February 29. If you do not receive an email by Wednesday, March 6, please reach out to ACT Accommodations at 800-553-6244, ext. 1788.

Newly Enrolled Students - MyACT:

Test Coordinators should verify all new students are enrolled in PearsonAccess^next and test materials were ordered. Once the new students are rostered, the Test Coordinator will need to create individualized [Non-Test Instructions for Students Forms](#) and provide students with a printed copy of [Taking the ACT](#). Instructions on how to create the Non-Test Instruction Form and guidance on the MyACT registration process is outlined in the [MyACT User Guide for Test Coordinators](#). Additional MyACT resources can be found under [Step 4 of the Wisconsin ACT Website](#).

Additional Materials Order - Deadline

The last day to order additional materials for **Test Window 1 is March 1**. Test Coordinators should:

- Verify all students received materials for testing.
- Verify receipt of Online Testing Materials Return Kit if testing online.

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- Order additional materials in PearsonAccess^{next} if needed.

Instructions on how to place an additional order for standard materials can be found in the PearsonAccess^{next} User Guide for the ACT. Contact ACT Accommodations (800-553-6244 Ext. 1788) to order accommodated materials.

Late Consideration for Accommodations - Deadline
The final day to submit a Qualified Exception to the Deadline (late consideration) for accommodations is **March 8**. A Qualified Exception to the Deadline Form must be completed and submitted with all requests. Resources on how to enter accommodations can be found on the Wisconsin ACT Website, Step 3 - Accommodation webpage.

Reminder:
Educator Involvement Opportunity
DPI is recruiting a diverse group of Wisconsin educators to establish cut scores for the ACT in English Language Arts (ELA), Mathematics and Science. These cut scores are independent of ACT's College and Career Readiness Benchmarks and are used for state accountability. The Standard Setting will be an in-person, two-day meeting held in Madison on July 10-11, 2024. For more information about this opportunity and instructions on how to apply, please visit the DPI ACT Educator Involvement Opportunities webpage.

PreACT Secure

New:
Online Practice Test
The online practice test for the PreACT Secure is now available and can be found on the PreACT® Secure™ practice test webpage. Login credentials are not required, please click "Practice Tests" below the sign in button. The online practice test helps students prepare for the test by replicating similar testing conditions students will experience on test day in TestNav, including online accommodations. Additional preparation information and a link to the practice test and scoring key can be found in the student Preparing for PreACT Secure Guide.

Technical Readiness Training
ACT and DPI will host this year's PreACT Secure Technical Readiness Training on March 5, 10:00-11:00 am. Visit the DPI PreACT Secure Trainings webpage for registration details. DPI strongly encourages all Test Coordinators and Technology Coordinators to attend this training.

DLM

New:
Test Tickets
DLM test tickets will appear in Educator Portal when the test window opens on March 18. Please remember that test tickets will only appear for students who have been rostered in each required content area and for whom First Contact Surveys (FCS) have been submitted.

Testlet Information Page (TIPs)
Please note that test tickets and TIPs only appear once the test window opens and when the student has been properly enrolled/rostered.

Spring Assessment Resources
Materials Collections for ELA, Mathematics, and Science are lists of materials needed to administer each subject area testlet as well as the alternative test forms for students with visual impairments. The lists also include materials that may be substituted, unless the TIP specifically states that no substitutions are allowed. Accessing the Materials Collections prior to the start of the testing window allows educators more opportunities to prepare for the administration of the assessment.

Forward Exam

New:
Technology System Requirements
DACs and DTCs should review the hardware and operating system requirements documentation (updated in February) for the 2023-24 administration to ensure student devices meet the minimum requirements for testing. Updated 2024 technology system requirements for student testing devices is now available on the Forward Exam Technology Requirements webpage.

2024 Forward Exam Required Trainings
With the test window quickly approaching, be sure staff view required training materials.
- All Test Administrators (TAs) are required to view the DPI provided Forward Exam Training for TAs video available on the Forward Exam Trainings webpage.
- District Technology Coordinators (DTCs) should refer to the DTC training videos, available on the Forward Exam Technology Resources and Requirements webpage, prior to the setup of testing devices.
- District and School Assistant Coordinators (DAC/SAC) who were unable to attend the in-person training in November, or need a refresher, should view the DAC/SAC training video available on the Forward Exam Trainings webpage.

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Reminder:
Forward Exam Q&A webinar
On March 6 at 12:30 pm, the final optional Q&A webinar sessions for 2024 will take place. This webinar is an opportunity to ask DPI and DRC staff questions about Forward Exam test set-up, administration, or technology that may have come up after reviewing the training videos and other resources. Please come prepared to ask questions that may have come up during test prep or from educators during trainings. To join the webinar on March 6, please use this Forward Exam Q&A webinar session Zoom link.

NAEP and International Assessments

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

Reminder:

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

New:

Reading Readiness Reimbursement 2023-2024
District Assessment Coordinators will receive an email on Tuesday, March 5 from DPI Forms Management. The email will contain a link to the Reading Readiness Reimbursement Request Form. The form asks DACs to indicate the name of each screener utilized at each grade, the number of students screened, and the amount requested for reimbursement. More information can be found on the Reading Readiness Reimbursement 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
ACT and PreACT Secure Technical Updates and Tips	This email includes import technical updates to the ACT and PreACT Secure online testing requirements and other technical tips.	ACT/PreACT Secure

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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

Important Dates to Remember

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

Date	Event	Program
February 29	Pre-Reporting Data Validation Window Closes	ACCESS
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
March 12	**ACT Test Window 1: Paper standard testing date**	ACT
March 12-15, 18-22	**ACT Test Window 1: Administer online and accommodated testing (paper and online)**	ACT
March 12-15	Order additional paper test materials for Test Window 2	ACT
March 13	Return March 12 paper standard testing materials	ACT

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Date	Event	Program
March 15	Deadline to submit Qualified Exceptions to Deadline accommodations/supports for Test Window	ACT
March 18	**Forward, DLM, and PreACT Secure test windows begins**	Forward, DLM, PreACT Secure
March 19	Deadline for ACT to receive standard paper test materials from March 12 administration	ACT
March 19	Attend Test Administration #2 webinar	PreACT Secure
March 20	Begin creating and assigning students to test sessions for Test Window 2	ACT
March 22	Purge online cached ACT test content from Test Window 1	ACT
March 22	Prepare and precache test content for Test Window 2	ACT
March 22	NAEP Test Window closes (for selected schools only; each school has one test date in the test window)	NAEP
March 25	Return Test Window 1 accommodated and online test materials	ACT