Accountability

Reminder:
Preliminary Joint Federal Notifications

Preliminary joint federal notifications (JFN) were provided to schools and districts in SAFE, the Secure Access File Exchange on **February 29**. For more information on the JFN preliminary release, please refer to the District Administrator communication from Deputy State Superintendent John Johnson. For questions about ESSA, please contact Sam Bohrod. For questions about IDEA, please contact Courtney Reed Jenkins. You can also reserve a time slot for a JFN technical assistance call.

ACCESS for ELLs

Reminder:
See the ACCESS for ELLs webpage for calendar dates, information, and resources.

ACT

New:
Test Window 1 Dates
- March 12: Paper Standard Administration
- March 12-15, 18-22: Paper Administration for Accommodations
- March 12-15, 18-22: Online Testing (Standard and Online Accommodations)

Note: The 2024 ACT Schedule of Events lists all tasks and deadlines for each test window and type of administration (paper/online). It is important that all schools review the Schedule of Events prior to testing to ensure all tasks and deadlines are met.

Testing Reminders for Test Window 1
- Test Window 1 begins March 12. All testing staff must be trained prior to administration and a staff briefing session must be held the day of testing.
- **Test books and approved accommodation materials are specific to each test date/window. You must test accommodated students with approved accommodated materials sent by ACT. Each type of administration (paper, online, timing codes) requires its own room and failure to test separately will result in a misadministration.**

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- Schools testing online can prepare online test sessions and precache content beginning March 8. DPI strongly encourages running a mock administration and preparing test sessions early. Please see the ACT Online Testing Administration Manual (p. 43) on how to prepare test sessions. Resources for proctor caching and other online site readiness requirements can be found on the Wisconsin ACT Website, Step 2 - Configuration and the ACT Technical Guide for Online Testing.

Emergency and Inclement Weather Policy
Please review, print, and share the ACT Emergency and Inclement Weather Plan. This plan provides instructions to schools on what to do if school is delayed or closed on test day due to weather or another emergency.

Reminders:
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.

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. **Note:** When entering a QED, schools should select Wisconsin Spring 2024 QED as the testing date.

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PreACT Secure

New:

Test Window
The PreACT Secure testing window begins March 18 and runs through April 26. Please make sure you download and reference the 2024 PreACT Schedule of Events for all assessment tasks and deadlines.

Paper Accommodation Material Orders
The window to order PreACT Secure paper accommodation materials opened on February 26. Test Coordinators should make sure all paper testers are marked with a test delivery format of paper and an order placed for test materials in PearsonAccess^{next}. Instructions on how to change the test delivery format and order paper accommodated materials can be found in the PearsonAccess^{next} User Guide for the PreACT Secure.

Preparing Testing Staff - Testing Staff Training Session
DACs or Test Coordinators are required to host a training session for all testing staff prior to testing. This training is separate from the briefing session on test day. The Staff Training section of PreACT Secure Test Coordinator Information Manual (p. 20) outlines information that should be included in your training. DPI also encourages staff to attend or view the recordings of our PreACT Secure training webinars and Office Hours.

Test Sessions
Test Coordinators should be actively creating and assigning students to test sessions in the PearsonAccess^{next} PreACT Secure portal and can continue to do so throughout the test window. Instructions on how to create test sessions and assign students to a test session can be found under the Setting Up Test Sessions section of the PreACT Secure Online Administration Manual (p. 18). **Note:** All student accommodations must be assigned prior to putting students into test sessions.

Tech Readiness
It is important that your test site meets all technical requirements before PreACT Secure testing begins. Please review the PreACT Secure Schedule of Events for tasks and deadlines to complete technical readiness. Use the resources under the Configuration section (Step 2) on the Wisconsin PreACT Secure Webpage to configure systems for testing. Technical Coordinators and Test Coordinators should review the Technical Readiness webinar.

Test Administration #2 Training
ACT and DPI will host the PreACT Secure Test Administration #2 training on March 19, 10:00-11:00 am. Visit the DPI PreACT Secure Trainings webpage for registration details. DPI strongly encourages all Test Coordinators to attend this training.

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Reminder:
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.

DLM

New:
Data Management
Test window opens on March 18. Three major tasks should be completed at this point to ensure a positive assessment experience for our students: assigning students to rosters, submitting First Contact Surveys and Personal Needs and Preferences Profiles, and training teachers. To monitor the completion of these tasks, go under Reports on Educator Portal and download the Roster and First Contact Survey report as well as the Teacher Training report.

Data Verification
It is important to go through district student data on KITE Educator Portal to confirm names are spelled correctly and student identifiers are entered correctly.

Writing Testlets
A Writing Testlet FAQ has also been provided for spring 2024 and added to the Educator Resource web pages. The FAQ details how writing testlets are assessed in DLM testlets as well as how to prepare to administer a writing testlet as a Test Administrator.

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

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. Accessing

the Materials Collections before the start of the testing window allows educators more opportunities to prepare for the administration of the assessment.

Forward Exam

New:

Forward Exam Test Window Opens March 18
The Forward Exam test window opens on March 18. Districts should plan to schedule ELA (particularly sessions 2 and 3) within the first three weeks of the testing window. This will allow the testing vendor to pull as many student responses as possible for the Rangefinding event in mid-April. During Rangefinding, the participants (Wisconsin educators) will finalize the short write rubrics, approve scoring guides, and select anchor, training, and qualifying papers used by evaluators to score the Forward Exam ELA short write tasks. All testing must be completed by April 26.

Test Set-up is Now Open
DACs and SACs can now edit or create test sessions (all students have been placed into grade-level sessions by DRC), edit student data, enter accessibility features on an individual student or mass-assign basis, enter not-tested codes, and print test tickets in the DRC INSIGHT Portal. The DRC INSIGHT Portal Guide contains step-by-step instructions for these tasks. Accessibility features must be entered on an individual student basis or with the mass upload of common features (see DRC INSIGHT Portal Guide, (pp. 18-19). The Multiple Student Upload (MSU) cannot be used to upload accommodations and supports after February 23.

Testing Checklists
The *Prior to Testing Checklist* is currently available on the Forward Exam Resources webpage. This is not a comprehensive list to get ready for testing, only a quick double check prior to testing to make sure you are on track. Comprehensive checklists for District/School Assessment Coordinators and Test Administrators are available on the Forward Exam Resources webpage.

Technology Set-up and Device Readiness
A Site Technology Readiness Checklist is available on the Technology Resource and Requirements webpage. Technology Coordinators should also verify:

- Device resolution is 1024 x 768 or better (see testing device requirements in the System Requirements) and that the zoom is 100% to allow test questions to render correctly.
- "Allow App to Manage Power" is turned off (see Technology User Guide Volume III, (p. 42, Step 20) to prevent Chromebooks from going to "sleep" during testing.
- The necessary URLs are allowed on firewalls and content filters.
- The DRC INSIGHT software is installed on testing devices and is up to date. If local firewalls are used on COS Service Devices and/or testing devices, make sure they do not restrict testing traffic.
- The right test content is downloaded and up to date using COS Content Management.

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- A system readiness check is performed on student devices prior to testing.
- The onscreen keyboard is disabled for the short write tasks.
- The keyboard is set to "US Keyboard".
- All apps running in the background are stopped or temporarily disabled prior to testing (DRC Technology User Guide Volume I (p. 22). These apps include but are not limited to:
  - Automatic Operating System Updates
  - Intelligent personal assistant (IPA) software (e.g. Siri, Cortana)
  - Collaboration tools (e.g. Zoom, MS Teams, Google Chat, Google Meet)
  - Other Background Processes – (e.g., virtual keyboards, grammar tools (e.g., Grammarly), classroom monitoring tools)
  - Screen capture software (e.g. Microsoft Game Bar)

Additional DRAFT ELA Short Write Task Rubric Now Available
DRC has released the grade 6 DRAFT rubrics and updated the grade 3 DRAFT rubrics for the ELA short write tasks. Once finalized there will be grade-level rubrics for each writing mode. The grade 3 and grade 6 DRAFT rubrics will provide educators with information about how the short write tasks will be scored. The rubrics are based on W2 and W3 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 rubrics are available on the Forward Exam Resources webpage.

Reminder:
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.

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".

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Reading Readiness

Reminder:

Reading Readiness Reimbursement 2023-2024

District Assessment Coordinators received an email on 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
Grade 3 and 6 DRAFT Rubrics	Newly released Grade 6 DRAFT rubrics and updated 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
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

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Date	Event	Program
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
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

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