Assessment

Reminder:
Test Participation

Statewide assessments are required by state and federal law. Participation of all enrolled students ensures the validity of test results used for state and federal accountability determinations, public reporting, and continuous improvement. We ask that you make it a priority to regularly monitor testing progress and schedule testing to ensure all students are tested during the test window dates. See the individual testing sections in this DAC Digest for more information about the test window dates. See the March 12 DAC Digest to learn more about how to work with building leaders for a successful test administration.

ACCESS for ELLs

New:

Preliminary Reports and Data

Data downloads will be available in the WIDA AMS/DRC Insight portal on April 26. These will include individual student reports and their translations, summary reports, and the district data file. File specifications are available under General Information > Documents using the Memos/Documents filter in the dropdown. Paper reports will be delivered on May 11.

Reminder:
ACCESS Materials Return

Please double check that all materials have been returned to DRC. In the WIDA AMS under Report Delivery > Test Results, choose the Report option called 'Secure Materials Tracking Reports' to see what DRC has received from your district and what is still outstanding. You can contact the DRC Helpdesk if you find any outstanding materials and need return shipping labels.

ACT

New:

ACT Test Administration Update

We are in the third and final ACT testing window of spring 2024. Around 85% of all testing has been completed. **DACs should review test participation at each of their schools and assist schools with make-up testing efforts.** Use the [Dashboard feature in PearsonAccess^{next}](#) for a quick and easy way to view participation at both a school and district level**.** Any students who did not take the ACT in Test Window 1 or 2, must be tested by the end of the 3rd window ending **Friday, April 19.**

Testing Remaining Students with Online Testing

Schools should switch any students who have not completed testing over to online testing for make-ups. Review the [Switching from Paper to Online Testing](#) document for instructions. Schools will also need to [order an Online Material Return Kit in PearsonAccess^{next}.](#) **ACT testing will conclude on Friday, April 19**.

Online Testing - Post Test Reminders

It is important that at the conclusion of online testing all students who tested are showing their tests in 'completed' status, and that all test sessions have been stopped and locked. Do **not** mark absent students' tests completed. If there are students in test sessions that did not test, you must remove them from the test session before you can stop and lock the session. Instructions for these steps are outlined in the [ACT Online Testing Administration Manual](#). Note: On April 19, purge all testing content from proctor caching computers.

Final ACT Testing Window Dates:

- April 9: Paper standard testing - **concluded**.
- April 9-12, 15-19: Paper accommodated testing.
- April 9-12, 15-19: Online standard and accommodated testing.
- Student MyACT account registrations must be completed within two days post testing.
- Review the [2024 ACT Schedule of Events](#) for all Test Window 3 tasks and deadlines.

Reminder:

Student Scores

Students' scores are received 5-8 weeks post testing. Scores will be sent electronically to their MyACT accounts, and a paper copy will be sent to their home address. Schools will see scores filter into [Success.ACT](#) within one week of students receiving scores in MyACT and receive a hard copy of the students' reports to retain as record. Note: ACT tests are scored in batches and **not all student scores may be received at the same time**. If a student has not received a score after eight weeks, please contact ACT directly at (319) 337-1590.

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Entering Not Tested Codes
Students who did not take the ACT during any of the three testing windows, will need to be marked as "not tested" in PAnext. Please follow the instructions outlined in the ACT Administration Supplement - Entering Not Tested Codes to complete this process.

PreACT Secure

New:
PreACT Secure Test Administration Update
There are approximately three weeks left in the PreACT Secure testing window for spring 2024. Currently almost 30% of all testing has been completed. Please test early in the window to allow adequate time for make-up sessions. All testing must be completed by April 26.

Checking Test Participation
DACs should review test participation at each of their schools and assist schools with make-up testing efforts. Use the Dashboard feature in PearsonAccess next for a quick and easy way to view participation at both a school and district level.

Reminder:
Post Testing Reminders
Once testing is complete:
- Complete all test administration forms for each testing room and collect materials (online and paper testing).
- Enter any test irregularity reports into PearsonAccess next (paper and online testing). Online Administration Manual (p. 39).
- Prepare and return all **paper accommodated secure materials** to ACT (p. 31 of Test Coordinator Manual).

Note: Do not return any online testing materials to ACT. Retain onsite for one year then securely destroy.

DLM

New:
DLM Exam Administration Update
The DLM test window opened on March 18 and students have already completed almost 50% of all required testlets. Please test early in the window to allow adequate time for make-up sessions. All testing must be completed by April 26.

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DLM Test Administration Monitoring
District Assessment Coordinators need to monitor the completion of the DLM testlets using the *DLM Test Administration Monitoring report*. Directions on how to use the Report function can be found in the [Educator Portal User Guide](#).

Reminders:
Test Administration Observations
DLM and DPI are looking for volunteers to participate in anonymous observations of students taking the DLM. Instruction and information about conducting observations can be found at [Kite Collector](#) or by contacting [Mike Peacy](#) or [Iris Jacobson](#) by email or by calling (608) 267-1288.

Rater Forms
Students who have been rostered to Social Studies need to have a completed rater form. The rater forms can be found on the [DLM Resources webpage](#).

Monitoring Kite System Status
The current system status of the Kite Student Portal and the Kite Educator Portal is available through the [DLM Website Kite Suite](#). This information may be useful for district technology staff when troubleshooting to help determine whether a technology issue is local or system wide.

Forward Exam

New:
Forward Exam Administration Update
The Forward Exam test window opened on March 18. Districts have been doing a great job testing early in the window. In the first three weeks of testing, over 90% of districts started testing and almost 40% of all testing was completed. Please test early in the window to allow adequate time for make-up sessions. All testing must be completed by April 26.

Educator Involvement Opportunity - Standard Setting Application Deadline Approaching
There is still time to apply! DPI is currently in the process of recruiting a diverse group of educators from all over Wisconsin (including English learner and special education teachers) to participate in Forward Exam Educator Involvement Opportunities. 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.

- **Standard Setting - Deadline to apply is April 19.**
- New Item Review - Deadline to apply is May 10.
- Rangefinding - Deadline passed and selected participants have been notified.

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More information about each opportunity, including how to apply, is available on the Forward Exam Educators Involvement webpage. Please share this information with your educators.

Student Began Testing With/Without Accessibility Feature
If a student starts a content area of the Forward Exam without an accessibility feature they were supposed to be assigned, or with a feature assigned by mistake, please refer to the Decision Tree in Appendix E of the Test Administration Manual. An embedded accessibility feature (e.g., Stacked Translation) cannot be added or removed after the student enters the test and DPI will need to be contacted for options.

Reminders:
Maximizing COS-SD Performance
In order to avoid testing interruptions, Districts may need to increase the capacity of their Central Processing Unit (CPU) or the number of Central Office Services (COS) devices to handle the increased downloads of the Text-to-Speech (TTS) universal support. Please refer to the Technical Bulletin-Maximizing COS-SD Performance and contact the DRC Help Desk with questions.

Forward Exam 10th Grade Social Studies
This is an important reminder to ensure your 10th grade students are able to participate in the Forward Social Studies Exam. Allow time in your 10th grade testing schedules for the Forward Exam. All testing must be completed by April 26.

2023-24 End of Testing Survey
DRC and DPI are seeking feedback from districts and schools about the 2024 Forward Exam Test Administration. For more information refer to the April 3 DAC Digest.

Cross-Website Tracking on iPads
For all iPad devices, the Cross-Website Tracking setting must be manually enabled on each iPad Testing Device. If cross-website tracking is not enabled on iPads, students will receive an "Error Retrieving Content" error message when launching the test. Cross-Website Tracking cannot be enabled with MDM software. To enable Cross-Website Tracking, perform the following steps on each iPad:
- Navigate to Settings.
- Tap DRC INSIGHT.
- Toggle Allow Cross-Website Tracking to on.

Google Admin Console Setting
Districts using Chromebooks for testing should ensure that "Allow app to manage power" is toggled off or disabled in the Google Admin Console settings. If this is not toggled off, the DRC INSIGHT Secure Application screen could go blank on Chromebooks after a period of time, such as when students are reading long passages.

VSL Content
If any students in your district require the Video Sign Language (VSL) accommodation, you must use a Central Office Service Device (COS-SD). The District Technology Coordinator must place a checkmark in the VSL column in the Central Office Services configuration under the Content Management tab and then click the "Update Configuration" button to save the change. For more information refer to the April 3 DAC Digest.

Transfer Students
When a student is transferred into your district during the testing window, the DAC/SAC must add the student to appropriate test sessions, ensure accessibility features are accurate, then print test tickets.

NAEP and International Assessments
(for schools selected to participate in 2023-24 assessments only)

Reminder:
See the NAEP webpage for 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.

Reading Readiness

Reminder:
Reading Readiness Reimbursement 2023-2024 - deadline to submit: April 12
District Assessment Coordinators received an email on March 5 from DPI Forms Management. The email contains 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.

Assessment

Reminder:
Non-tested Codes in the Portal
Please ensure that all non-tested students have the appropriate not-tested code entered in the vendor portal for that assessment. For example, students excused by parent opt-out should be appropriately coded in the vendor portal. Instructions for entering non-tested codes are available on each assessment's webpage and will be shared in a future DAC Digest. Schools/districts should maintain records of parent opt-out requests.

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
District and School Assessment Coordinators After Testing Survey	2024 After Testing Survey for DACs and SACs	Forward
District and School Technology Coordinators After Testing Survey	2024 After Testing Survey for DTCs and STCs	Forward
Test Administrators/Proctors After Testing Survey	2024 After Testing Survey for Test Administrators/ Proctors	Forward

Important Dates to Remember

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

Date	Event	Program
April 5	Purge test content from Test Window 2	ACT
April 5	Last day to order paper accommodated materials	PreACT Secure
April 8	Return Test Window 2 accommodated and online test materials	ACT
April 9	Test Window 3 begins/**final paper standard administration date**	ACT
April 10	Return paper standard materials from April 9 testing	ACT
April 10	Joint ACT/PreACT Secure Office Hour - Reporting	ACT/PreACT Secure
April 19	Deadline to apply for Standard Setting	Forward

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Date	Event	Program
April 26	**Forward, DLM, and PreACT Secure test windows close**	Forward, DLM, PreACT Secure
April 26	Final day to enter Not Tested Codes	ACT
May 3	Final day to enter Not Tested Codes	PreACT Secure
May 10	Deadline to apply for New Item Review	Forward