



The DAC Digest

Assessment & Accountability Updates

April 3, 2024

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 assessment window. Please see the individual testing sections in this DAC Digest for more information about the assessment 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

Reminder:

See the [ACCESS for ELLs webpage](#) for calendar dates, information, and resources.

ACT

New:

ACT Test Administration Update

ACT testing began on March 12 and currently nearly 80% of all testing has been completed. Districts should continue to work with their schools to test all of their 11th grade students during the final testing window.

Final Test Window

Any students who did not take the ACT in Test Window 1 or 2, will **need to test during the final ACT test window** (Test Window 3). Tuesday, April 9 will be the final ACT paper standard time testing date for the spring 2024 ACT administration. Schools may use online testing in place of paper testing for make-ups. Test online make-ups with any remaining online testing dates available throughout the testing windows. Please review the [Switching from Paper to Online Testing](#) document for instructions.



Tuesday, April 9 marks the start of the **final ACT testing window**.

- April 9: Paper standard testing.
- 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.

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.

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.

ACT/PreACT Secure Office Hour

The final Office Hour for spring 2024 will be held on Wednesday, April 10, 10:00 am. This session will be combined with PreACT Secure and will go over Success.ACT, ACT's online reporting platform. Visit the [DPI ACT Trainings webpage](#) for the link and recordings of all additional training webinars.

Reminder:

Test Window 2 Reminders

Paper standard testing concluded on March 26 and paper accommodated and online testing will conclude April 5. Upon completion, pack and return all test materials according to the instructions in the [Test Coordinator Information Manual](#) and [Test Administration Manuals](#). Return all test materials and purge test content from proctor caching computers by the dates in the [2024 ACT Schedule of Events](#).

PreACT Secure

New:

PreACT Secure Test Administration Update

The PreACT Secure test window opened on March 18. In the first two weeks of testing, 20% 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.

Reminders:

Accommodations/EL Supports

Accommodations must be entered before assigning students to test sessions. If changes are made while a student is in a test session, the accommodation(s) will not be applied. If a change is needed, remove the student from the test session, add the accommodations/EL supports, then add the student back into the test session and reprint the student authorization ticket. Accommodations may be added individually or can be imported as a group through an import process. Paper accommodated materials must be ordered two to three weeks prior to testing. **The final day to enter and order paper accommodated materials is April 5.**

Use the following resources listed below to assist you with entering accommodations and supports:

- [Accessibility Supports Guide for the PreACT Secure](#)
- [Online Administration Manual - Testing with Accessibility Supports](#)
- [Accommodations and Supports Roster - PearsonAccess^{next} User Guide](#)

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. During the first two weeks, students have completed almost 30% of all required testlets. Districts are off to a great start. Please test early in the window to allow adequate time for make-up sessions. All testing must be completed by April 26.

Reminders:

Test Administration Observations

DLM and DPI are looking for volunteers to participate in observations of students taking the DLM. Observations can be completed by districts, Mike Peacy or Iris Jacobson using [Kite Collector](#). Educators willing to host test administration observations may contact [Mike Peacy](#) or [Iris Jacobson](#) by email or call (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](#).

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 two weeks of testing, over 70% of districts started testing and almost 20% 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.

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. The 2023-24 End of Testing Surveys includes questions about testing experiences, technology, resources, the DRC Help Desk, and more. We estimate the survey will take approximately five minutes and is intended to be completed by anyone who was involved in the testing. There are three surveys based on one's role.

- [District and School Assessment Coordinators After Testing Survey](#)
- [District and School Technology Coordinators After Testing Survey](#)
- [Test Administrators/Proctors After Testing Survey](#)

Please share the appropriate links with SACs, Technology Staff, and Test Administrators. Thank you in advance for providing constructive feedback that will allow us to serve you better.

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. (Note that TTS/HVA is always required to be checkmarked.) The test content and VSL for the selected administrations and accommodations will be downloaded automatically to your COS-SD. It will take several minutes to process and can be monitored on the Service Devices tab; refresh the page and ensure the Status column changes from "Content Updating" to "Functional". Important notes:

- The VSL box must be checkmarked manually every year if it's needed; the checkmark does not carry over from the previous year.
- When you select the VSL checkbox, a large amount of video files will be downloaded. TTS is also required to be selected. However, if no tester requires the VSL accommodation, do not check the VSL checkbox.
- Do not edit Content Management checkboxes while students are actively testing. You should only make changes prior to testing or after hours.

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)

New:

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 26	Forward, DLM, and PreACT Secure test windows close	Forward, DLM, PreACT Secure



This publication is available from:
 Division of Student and School Success
 Office of Educational Accountability
 (608) 267-1072

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

March 2024 Wisconsin Department of Public Instruction

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