



The DAC Digest

Assessment & Accountability Updates

April 5, 2023

Assessment

Reminder:

Technical Requirements and Allowlisting

Please be sure to review each assessment's specific technical requirements during test set-up. Districts should review allowlisting information and other network considerations to confirm certain file types are allowlisted, both internally and externally. Districts should also ensure that the required URLs are allowlisted on the content filtering systems or other proxy/firewall software that are used locally. Besides allowlisting these sites, districts may need to allow them to pass through the proxy server without requiring authentication credentials.

ACCESS for ELLs

Reminder:

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

ACT

New:

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 11 will be the final ACT paper standard time testing date for the spring 2023 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 11 marks the start of the final ACT testing window.

- April 11: Paper standard testing.
- April 11-14, 17-21: Paper accommodated testing.
- April 11-13, 18-20: Online standard and accommodated testing.
- Student MyACT account registrations must be completed within two days post testing.
- Review [2023 ACT Schedule of Events](#) for all Test Window 3 tasks and deadlines.



Student Scores

Students' scores are received 3-8 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. **New for this year**, schools will also receive a hard copy of the students' official score reports for their records. Review the [ACT Score Report Schedule](#) for a complete list of reporting dates.

Entering Not Test 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 Office Hours

Below are the remaining Office Hours for spring 2023. Wisconsin ACT Office Hours address specific assessment topics and allow the field an opportunity for open Q&A discussion with ACT and DPI. Visit the [DPI ACT Trainings webpage](#) for the link and recordings of all additional training webinars.

- ACT Online Reporting ([Success.ACT](#)) and Trusted Agents: Thursday, April 6, 11:00am
- Open Q&A: Thursday, April 13, 11:00am

PreACT Secure

Reminders:

PreACT Secure Test Window Now Open

The PreACT Secure testing window opened on March 20 and over 22,000 students have tested so far! **Please continue to test early in the window to allow enough time for all students to complete testing.**

Order Paper Test Materials - Deadline

The last day to order paper accommodated test materials for PreACT Secure testing is April 7. Instructions on how to order materials are outlined in the [PearsonAccess^{next} User Guide](#). Place orders early and allow up to two weeks for materials to arrive.

Reminders:

Tips for PreACT Secure Test Administration

Preparation:

- All testing resources and manuals can be found on the [Wisconsin PreACT Secure webpage](#).
- **Prepare for online testing by reviewing all technical requirements, [running a Mock Administration](#) and reviewing the [ACT and PreACT Secure Technical Tips guide](#).**
- All testing staff should read and review all administration manuals.
- Train all testing staff and conduct a test day briefing session ([Test Coordinator Manual](#), p. 20).



- All Room Supervisors need to have a PearsonAccess^{next} account created to monitor their test sessions.
- No test materials will be shipped to you for online testing.

During and After Testing:

- Complete all test administration forms for each testing room (online and paper testing). **Do not return these forms to ACT.** Retain onsite for one year then securely destroy.
- Enter any test irregularity reports into PearsonAccess^{next} (paper and online testing). [Online Administration Manual](#) (p. 28).
- Prepare and return all **paper accommodated secure materials** to ACT (p. 33 of [Test Coordinator Manual](#)).

State Use Questions

In the room supervisor verbal instructions, ([PreACT Secure Online Administration Manual](#), p. 48, #15-16) there is a reference to state use questions. There are no state use questions that students need to complete for Wisconsin. Room supervisors should tell students to skip over these questions.

DLM

New:

DLM Test Window

The DLM test window opened on March 20. After the first week, students have already completed over 30% of required testlets. All testing needs to be completed by April 28. **Please test early in the window to allow time for students to complete the assessments.**

DLM Test Administration Monitoring

It is important for District Assessment Coordinators to monitor the completion of the DLM testlets. DACs are able to log into Educator Portal and download a *DLM Test Administration Monitoring Report* in order to track the number of testlets required and completed. Directions on how to use the Report function can be found in the [Educator Portal User Guide](#).

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.

Reminders:

Rater Forms

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

Test Administration Observations

DLM and DPI are looking for volunteers to host observations of students taking the DLM. DLM test administration observations are conducted across consortium states on an annual basis. Observations provide anonymous information about how DLM testlets are delivered to help the consortium evaluate the process of administering assessments and to inform improvements. Educators willing to host test administration observations may contact [Mike Peacy](#) or [Iris Jacobson](#) by email or call (608) 267-1288.

Forward Exam

New:

Forward Exam Test Window

The Forward Exam test window opened on March 20. Districts have been doing a great job testing early in the window and testing has been going well. In the first two weeks of testing, 78% of districts started testing and 26% 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 28.

Reminders:

Background Apps

Please ensure **all apps running in the background are stopped** prior to testing. 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
- Microsoft Game Bar
- Other Background Processes - e.g., virtual keyboards, grammar tools (e.g., Grammarly), classroom monitoring tools

Translation Supports

The Forward Exam Test Administration Script is available in Spanish on the [Forward Exam Resources webpage](#). This resource can be used to administer the Forward Exam in conjunction with the Spanish stacked translation and small group translation supports. There is also a *Decision Tree to Assist in Selection of Supports for English Learners (EL)* in the appendix of the [Accessibility Guide](#) that may help navigate the different EL designated supports and how they are assigned. Questions related to EL supports for the Forward Exam may be directed to [Alison O'Hara](#) or [Jennifer Teasdale](#).

Forward Accommodation Requests

For those extremely rare situations where a student may need print-on-demand, listening script, Read Aloud accommodation, or an accommodation not in the Accessibility Guide, there is a special protocol to request approval for the use of these accommodations. Refer to the [Accessibility Guide](#) for more



information about these accommodations. If a student requires the use of one of these uncommon accommodations, the DAC must submit a [Request for Approval Form](#). If you have received approval for one of these accommodations, be sure to check the corresponding accommodation for the student in the DRC INSIGHT Portal prior to printing test tickets.

Extended Testing Hours

Forward Exam testing is accessible from 7:00 am - 5:00 pm, Monday through Friday. Districts may opt to test students in-person on Tuesday, Wednesday, and Thursday evenings until 8:00 pm, and Saturdays from 8:00 am to 4:00 pm during the testing window. To utilize the extended hours, DACs must complete and submit the [Forward Exam - Extended Testing Hours Request Form](#) for their district.

NAEP and International Assessments

Reminder:

See the [NAEP webpage](#) for grade levels and content areas assessed, dates, additional information, and resources; and contact [Angela Dugas](#) with any questions.

Reading Readiness

Reminder:

Reading Readiness Reimbursement

The deadline for districts to request reimbursement for Reading Readiness expenses is April 14. Questions related to reimbursement requests may be directed to [Duane Dorn](#).

DAC Contact Update

Reminder:

Please update [District Assessment Coordinator \(DAC\) contact information](#) as contact information changes or staffing changes occur throughout the year. The information provided is used to:

- Ensure DACs receive regular assessment and accountability updates, and
 - Upload information into vendor portals to ensure DACs have annual permissions.
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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
Technical Tip Guide	Tips to prepare for online testing	ACT/PreACT Secure

Important Dates to Remember

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

Date	Event	Program
April 7	Deadline to order paper accommodated test materials	PreACT Secure
April 11	Test Window 3 begins/ final paper standard administration date	ACT
April 12	Return paper standard materials from April 11 testing	ACT
April 14	NAEP Field Test for Reading and Mathematics Grades 4, 8, and 12, and Science Grade 8 (for selected schools only) closes	NAEP
April 20	Purge cached ACT test content from Test Window 3	ACT
April 24	Return Test Window 3 accommodated and online test materials	ACT
April 28	Test window closes	Forward, DLM, PreACT Secure
April 28	Purge cached PreACT Secure test content	PreACT Secure
April 28	Enter "Did Not Test Codes" into PearsonAccess ^{next}	ACT
April 28	Score Reports and Data Downloads available in WIDA AMS	ACCESS
May 5	Enter "Did Not Test Codes" into PearsonAccess ^{next}	PreACT Secure





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(608) 267-1072

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

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