


**Wisconsin Forward Exam
District/School Assessment
Coordinator (DAC/SAC) Training**



WISCONSIN DEPARTMENT OF
Public Instruction
P.O. Box 10000, Madison, WI 53708-0000

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Agenda

- Overview
- Roles and Responsibilities
- Test Security
- Accessibility
- Staff and Student Preparation
- Test Design Updates

- Establishing a Schedule
- Technology Overview
- Working in the DRC INSIGHT Portal
- Test Administration
- After Testing
- Reporting
- Educator Involvement Opportunities

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Overview

- Forward Exam Background
- Key Dates
- Changes/Updates

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Forward Exam Background

The Forward Exam is a summative assessment designed to gauge how well students are doing in relation to the Wisconsin Academic Standards.

<http://dpi.wi.gov/assessment/forward>

The Wisconsin Academic Standards outline what students should know and be able to do in order to be on track for future learning.

<http://dpi.wi.gov/standards>

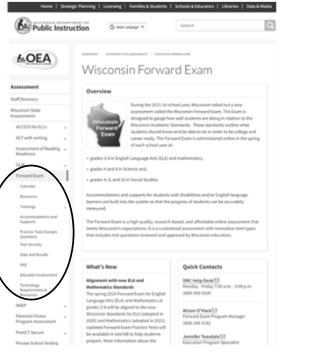


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Forward Webpage Overview

<http://dpi.wi.gov/assessment/forward>

- Forward Exam
- Calendar
- Resources
- Trainings
- Accommodations and Supports
- Practice Tests/Sample Questions
- Test Security
- Data and Results
- FAQ
- Educator Involvement
- Technology Requirements & Resources



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2024 Key Dates

<http://dpi.wi.gov/assessment/forward/calendar>

Event	Date
Accessibility Guide	August 4, 2023
Practice Tests	December 29, 2023
DRC INSIGHT Portal Guide and Test Administration Manual	January 8, 2024
DAC Training – Recorded Presentation	January 8, 2024
Test Administrator Training - Recorded Presentation	January 8, 2024
Student and Administrator Tutorials	January 8, 2024
WISEdata student data file upload to DRC INSIGHT Portal	January 29, 2024
Optional Add Accessibility Features Window	February 12-23, 2024
Access to DRC INSIGHT Portal Test Sessions and Individual Student Information	March 4, 2024
Assign Individual Student Accessibility Features in the DRC INSIGHT Portal	March 4, 2024
Forward Exam Testing Window	March 18 – April 26, 2024
Educator Involvement Opportunity: ELA Reranging Meeting (scoring short-write items)	April 15-18, 2024
Educator Involvement Opportunity: ELA and Mathematics Standard Setting (new cut scores)	June 11-14, 2024
Educator Involvement Opportunity: New Item Review Meetings (ELA, Mathematics, Science, Social Studies)	July 30 – August 8, 2024

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Changes/Updates for 2024

- ELA test design changes
- Accessibility feature changes
- New practice tests
- New look of student testing environment
- Updated Student and Administrator Tutorials
- New Individual Student Report (ISR) format



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Roles & Responsibilities

- District and School Roles
- District Assessment Coordinator
- District Technology Coordinator
- School Assessment Coordinator
- School Technology Coordinator
- Test Administrator/Proctor



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Roles and Responsibilities

District Roles:

- District Assessment Coordinator (DAC)
- District Technology Coordinator (DTC)

School Roles:

- School Assessment Coordinator (SAC)
- School Technology Coordinator (STC)
- Test Administrator/Proctor (a DRC INSIGHT Portal account is not required)

If your district or school does not have staff assigned to a specific role, the duties fall to the role above it.

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District Assessment Coordinator

DACs coordinate and oversee ALL testing in the district.

Communicate all assessment and accountability information to district and school staff (see communication flow chart).	Ensure staff all are appropriately trained in test administration, accessibility, and security policies and procedures.
Ensure student data are correct in the District/School Student Information System (SIS) and pushed to WISEdata by the necessary deadlines.	Enter accessibility features into the DRC INSIGHT Portal for students.

For a complete list of responsibilities and a DAC "To Do" Checklist go to: <http://dpi.wi.gov/assessment/forward/resources>.

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District Technology Coordinator

DTCs ensure the district is technologically ready for the Forward Exam.

Setup of testing devices and software installation.

Setup and verify network configurations.

Must be available during testing to troubleshoot and assist district and school staff with any technology related issues that may arise.

For a complete list of responsibilities and a DTC "To Do" Checklist go to: <http://dpi.wi.gov/assessment/forward/technology>.
 DTC list: <https://dpi.wi.gov/assessment/dac/dtc-update>.

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School Assessment Coordinator

SACs manage and oversee all testing in the school and serve as the contact person between the school and the DAC.

Communicate all assessment and accountability information to school staff (see communication flow chart).	Ensure student data are correct in the Student Information System (SIS) and pushed to WISEdata by the necessary deadlines.
Enter accessibility information in the DRC INSIGHT Portal for students.	

For a complete list of responsibilities and a SAC "To Do" Checklist go to: <http://dpi.wi.gov/assessment/forward/resources>.

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School Technology Coordinator

STCs ensure the school is technologically ready for the Forward Exam.



Work with the DTC to ensure the school, the network, and all testing devices are set up for testing.



Must be available during testing to troubleshoot and assist school staff with any technology related issues that may arise.

For a complete list of responsibilities and a "To Do" Checklist go to: <http://dpi.wi.gov/assessment/forward/technology>.

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Test Administrator (TA) /Proctor

TAs must administer the Forward Exam in a uniform manner to ensure the integrity of the testing program.

Read the Test Administration Manual and View Test Administrator Training.

Ensure students who have been assigned accessibility features have them prior to starting their exams.

Prepare the students and physical testing environment.

Monitor students during testing to ensure the security and validity of the exam.

For a complete list of responsibilities and a TA "To Do" Checklist go to: <http://dpi.wi.gov/assessment/forward/resources>.



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Test Security

- Test security resources
- Confidentiality agreements
- Who is responsible
- What is a test security incident
- How to ensure test security
- How to report a violation
- Consequences of a violation

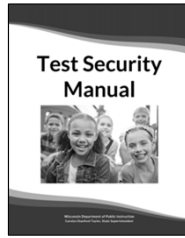


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Test Security Resources

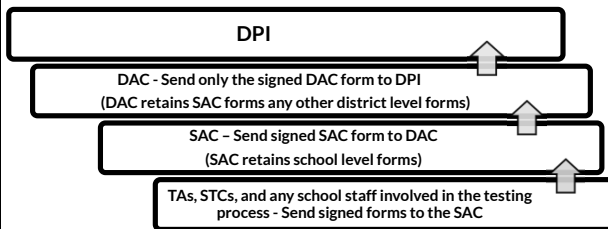
- Test Security Manual
- Test Security Training Presentation (optional)

Forward Exam Test Security webpage:
<http://dpi.wi.gov/assessment/forward/security>.



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Confidentiality Agreements



Forms available at:
<http://dpi.wi.gov/assessment/forward/security>.

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What is a Test Security Incident?

Test security incidents are behaviors prohibited before, during, and after test administration because they give a student an unfair advantage or because they compromise the secure administration of the assessment and items.

Whether intentional or by accident, failure to comply with security rules, either by staff or students, constitutes a test security incident.

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How to Ensure Test Security

Everyone is responsible for test security.

Ensuring test security involves:

- Secure management of testing materials, and
- Secure administration of the assessment.

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Secure Management of Test Materials

- No one may review, discuss, or analyze test questions.
- Keep test materials in a secure area when not in use.
- Securely destroy test materials.
- Ensure no photos/copies of items are taken (by staff or students) at any time for any reason.

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Secure Test Administration

- No one may review, discuss, or analyze test items.
- Monitor students during testing to ensure they are on task and prohibited materials and devices are not in use.
- Ensure use of designated supports and accommodations is appropriate.
- Be aware of test administration, accessibility, and security policies and procedures.
- Ensure unauthorized staff or adults are not present in the testing environment.
- Report all test security incidents.

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How to Report a Violation

<http://dpi.wi.gov/assessment/forward/security>

Immediately report all test security violations to the DAC and/or the Office of Educational Accountability (OEA) at DPI via an Incident Report Form, available on the Forward Exam Test Security webpage.

DPI follows-up on every report received.

Depending on the perceived severity of the allegation, OEA may ask the school district to conduct a thorough fact-finding investigation of the alleged irregularity and report the results of its investigation to the DPI within two weeks.

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Security Violation Consequences

A security violation may result in the invalidation of test results for a student or group of students.


The district needs to contact the parent to let them know what occurred and that their child will be receiving an Individual Student Report (ISR) with no scores for the affected content area/s (code of INV).

Public reporting will reflect all invalidated tests as "not-tested".

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Accessibility

- Inclusion of all students
- Accessibility resources
- Accessibility Guide
- TTS Universal Support vs. Read Aloud Designated support vs. Read Aloud Accommodation
- Instructions for use of accessibility features

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Inclusion of all Students

State and federal laws require that state assessments must allow for the inclusion of all students, including students with disabilities and English learners.

Teachers provide DACs/SACs with students' accessibility needs for the Forward Exam

Only DACs/SACs have permissions to enter accessibility information into the DRC INSIGHT Portal

Teachers must ensure students have their accessibility features prior to clicking the "begin testing" button

Failure to provide accurate accessibility settings will result in a test irregularity and possibly an invalidation.

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Accessibility Resources

- Accessibility Guide
- Training Video
- Scribe Guidelines
- Multiplication Table
- Read Aloud Guidelines
- Accommodation Request Forms
- Translator / Interpreter Guidelines
- Word-to-Word Bilingual Dictionary List


Forward Exam Accommodations and Supports webpage:
<http://dpi.wi.gov/assessment/forward/accommodations>

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Accessibility Guide

The Accessibility Guide provides information for educators and related services personnel to use in selecting and administering universal tools, designated supports, and accommodations for students who need them.

Be sure to review the current guide completely with staff.



<http://dpi.wi.gov/assessment/forward/accommodations>

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Text-to-Speech (TTS) Universal Support

TTS is now a universal support available to all students taking the Forward Exam.

TTS allows the student to listen to a computer voice reading test content provided on the screen. This includes words and numbers, test directions, questions, answer choices, and other information which may be replayed as necessary.



Page 6, Accessibility Guide

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Text-to-Speech (TTS) Continued

- TTS will not read the passages in the ELA Reading Session.
- TTS will not automatically play, which allows a student to decide if they want to use the feature. TTS must be enabled by clicking the play button for each item.
- All students will now need headphones during testing unless tested individually in a separate setting.



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Read Aloud Designated Support

- Available for all content areas
- Read by a human reader
- As reading ability is being tested in the ELA reading session, a human reader cannot be used for the reading passages in the ELA Reading Session, but may be used for all directions, questions, and answer options.
- Should only be used by students with a documented need (including those with IEP or 504 plans) **who have difficulties with the computer voice** such as students with autism, hearing difficulties, etc.

Page 14, Accessibility Guide

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Read Aloud Accommodation

- Only available for ELA
- Read by a human reader
- In addition to reading all directions, questions and answer options, it will allow the reading of the passages in the ELA reading session.
- May only be provided to a student with visual impairments who is learning braille but not yet proficient and whose need is documented in an IEP or 504 plan, with prior approval from DPI via request form.

Pages 23 and 30, Accessibility Guide

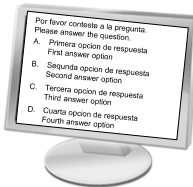
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Stacked Translation TTS New!

Stacked translation (Spanish) presents students with a complete Spanish translation of all test content together with the original English text.

Stacked translation (Spanish) now has two options available to students:

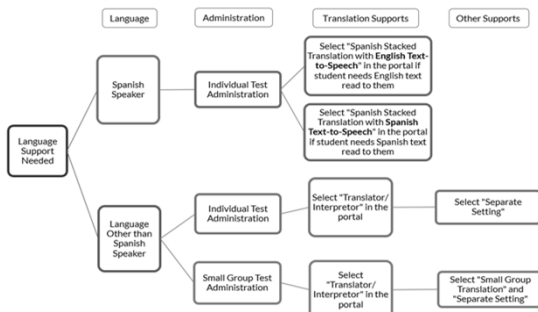
- **English Text-to-Speech (TTS)** - The computer (TTS) will **ONLY** read the English content on the exam to the student.
- **Spanish Text-to-Speech (TTS)** - The computer (TTS) will **ONLY** read the Spanish content on the exam to the student.



Pages 9-10, Accessibility Guide

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EL Supports Decision Tree Updated!




Page 29, Accessibility Guide

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Magnifier Tool (Zoom) Updated!

The Magnifier universal tool (Zoom) is now able to magnify/enlarge the entire screen, including all text, images, and objects, up to **400%** (previously 150-200%) for better viewing.



Page 4, Accessibility Guide

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Instructions for use of Embedded Accessibility Features Updated!

For instructions (short videos) about how to operate some embedded tools and accessibility features see the Administrator Tutorials.

- TTS (**Universal Tool**) – play, pause, replay with start points
- VSL - play, pause, replay with start points
- Stacked Spanish Translation with TTS
- Color / Contrast Choices and Masking Tool

Provide students with time to practice using these features in the Forward Practice Test prior to the exam.


<http://dpi.wi.gov/assessment/forward/sample-items>

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Staff Preparation

DACs/SACs are responsible for training all staff in the policies and procedures of test administration.

<ul style="list-style-type: none"> • Resources and Trainings • Test Administrator Training • Administrator Tutorials 	<ul style="list-style-type: none"> • Test Materials • Student Preparation • Student Tutorials • Forward Practice Test
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Required Resources/Trainings by Role

DACs/SACs	DTCs/STCs	Test Administrators
<ul style="list-style-type: none"> • DAC/SAC Training • Test Administration Manual • Accessibility Guide • Test Administrator Training Video • Test Security Manual • The DRC INSIGHT Portal Guide • DAC/SAC Checklists • User's Guide to Interpreting Results 	<ul style="list-style-type: none"> • DTC Technology Training Videos • Technology User Guide • System/Device Requirements • DTC To-Do Checklist 	<ul style="list-style-type: none"> • Test Administration Manual • Test Administrator Training Video • Test Security Manual • Accessibility Guide • Tutorials for embedded accessibility features

<http://dpi.wi.gov/assessment/forward/resources>

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Suggested Additional Resources/Trainings

DACs/SACs	DTCs/STCs	Test Administrators
<ul style="list-style-type: none"> • Administrator Tutorials • Accessibility Training Video • Test Security Training Video • Forward Exam FAQ • Prior to Testing Checklist • Q&A Webinars 	<ul style="list-style-type: none"> • Q&A Webinars • "How To" Informational Handouts • FAQs • Tech Bulletins 	<ul style="list-style-type: none"> • Test Security Training Video • Accessibility Training Video • "To-Do" Checklist • User's Guide to Interpreting Results

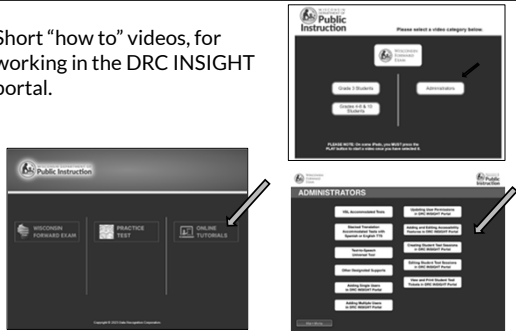
<http://dpi.wi.gov/assessment/forward/resources>

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Administrator Tutorials

Updated!

Short "how to" videos, for working in the DRC INSIGHT portal.



<https://dpi.wi.gov/assessment/forward/sample-items>

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Portal User Administrator Tutorials Updated!

- Adding Single Users in the DRC INSIGHT Portal
- Adding Multiple Users in the DRC INSIGHT Portal
- Updating User Permissions in the DRC INSIGHT Portal
- Adding and Editing Accessibility Options in the DRC INSIGHT Portal
- Creating Student Test Sessions in the DRC INSIGHT Portal
- Editing Student Test Sessions in the DRC INSIGHT Portal
- View and Print Student Test Tickets in the DRC INSIGHT Portal

<https://dpi.wi.gov/assessment/forward/sample-items>

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Accommodation and Supports Administrator Tutorials Updated!

- VSL Accommodated Tests
- Text-to-Speech Universal Tool
- Stacked Translation Accommodated Tests with Spanish or English TTS
- Other Designated Supports

<https://dpi.wi.gov/assessment/forward/sample-items>

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Test Materials


Ensure staff have all testing materials prior to testing:

- Test tickets
- "Do not disturb" and "No unauthorized electronics" signs
- Specialized equipment for accommodations and supports
- Printed accommodations if approved by DPI
- Braille materials
- Headphones and keyboards - REQUIRED
- Scratch paper
- Test Administration Manual
- Accessibility Guide
- Contact information for DAC/SAC and Technology staff

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Student Preparation


- Student Tutorials
- Forward Practice Test
- New Short-Write ELA Items



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Student Preparation

- Students may perform better and with less anxiety if they are familiar with the format of the test.
- Test preparation is only useful to the extent that it is also teaching content area knowledge and skills.
- It is very important to ensure that teachers are teaching to the standards and not to the test, as teaching to the test narrows the focus of instruction to only that content covered by the test.



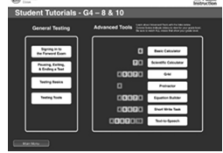


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Student Tutorials

All students should have the opportunity to view the tutorials (preferably before working in the Practice Test).

Broken out by grade with targeted grade 3 videos available.

<https://dpi.wi.gov/assessment/forward/sample-items>

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Student Tutorials

Student tutorials for grade 3:

- Test Sign In
- Pausing, Ending, Exiting & Submitting a Test
- Testing Basics
- Testing Tools
- Equation Builder
- Short Write Task
- Text-to-Speech (TTS)

Student tutorials for grades 4-8:

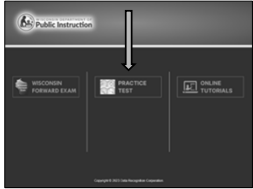
- Signing into the Forward Exam
- Pausing, Exiting, and Ending a Test
- Testing Basics
- Testing Tools
- Basic Calculator
- Scientific Calculator
- Grid
- Protractor
- Equation Builder
- Short Write Task
- Text-to-Speech (TTS)

<https://dpi.wi.gov/assessment/forward/sample-items>

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Forward Practice Test New!

- **ALL students should have the opportunity to prepare for the Exam with the Forward Practice Test.**
- A hands-on preview of the test question types included on the Forward Exam.
- Available by content area and grade level (Stacked Translation, VSL, Braille – also available).
- Information is provided for each test question about the standard alignment, answer key, and depth of knowledge.
- Not scored.
- Will not predict how students will perform on the Forward Exam.




Note: there is no longer an Online Tools Training feature.

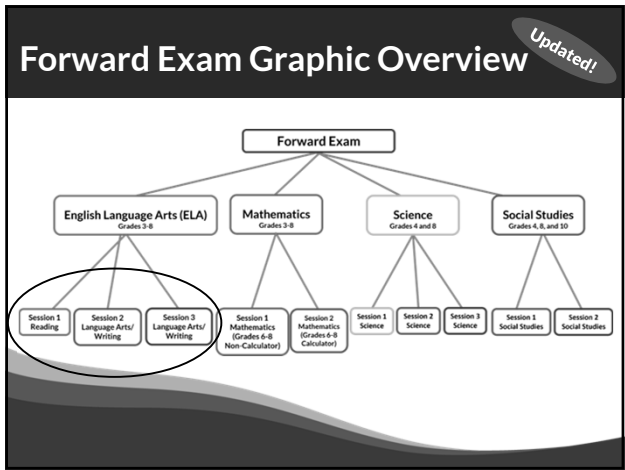
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Test Design Updates

- Graphic overview of exam and sessions
- Alignment to new Academic Standards
- New English Language Arts (ELA) Test Design



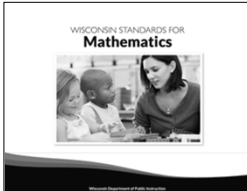

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Alignment to New Standards New!

The spring 2024 Forward Exam for ELA and Mathematics at grades 3-8 will be aligned to the new Wisconsin Standards for ELA (adopted in 2020) and Mathematics (adopted in 2021).

The Wisconsin Academic Standards are available at <https://dpi.wi.gov/standards>.

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ELA Test Design New!

Changes to the ELA test design include:

- Three ELA test sessions instead of four. The test sessions will be:
 - Session 1 - Reading Comprehension
 - Session 2 - Language Arts/Writing
 - Session 3 - Language Arts/Writing
- Removal of the ELA listening session.
- Removal of the Text Dependent Analysis (TDA)
- Inclusion of new short write tasks. In ELA test sessions 2 and 3, students will be asked to provide a one-paragraph writing sample in response to a prompt, in addition to answering language arts and writing questions.

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Forward Exam Writing Tasks **New!**

The Text Dependent Analysis (TDA) has been removed and replaced with new writing tasks. In test sessions 2 and 3, students will be asked to provide a one-paragraph writing sample in response to a prompt, in addition to answering language arts and writing questions.

See the Forward Exam Test Design and Writing Tasks handout

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Example of New Short Write with Passage **New!**

Students will be asked to read a short passage and write a one-paragraph response to a related writing prompt in a specific mode (e.g., narrative, opinion, argumentative, informative) based on grade-level standards. The associated passage should be used by the student to support their writing or as mentor text depending on the prompt.

The screenshot shows a digital writing interface. On the left, there is a passage titled "The Polar Bear" with the following text: "The polar bear makes its home in the Arctic. In the winter, temperatures can drop to 50 degrees below zero. Strong winds whip the snow across the frozen seas. The sun disappears for months. Still, polar bears thrive. They have everything they need to survive in the Arctic." Below the passage is a sub-heading "Staying Warm" with the text: "Polar bears are built for cold weather. For example, they have black skin. The dark color of their skin absorbs sunlight. Polar bears have a thick layer of fat under their skin. This helps them stay warm in the cold." On the right, there is a writing prompt: "Write a one-paragraph story about a polar bear living in the Arctic. Include in your story what the polar bear does when it wakes up in the morning. Be sure to use descriptive words and details to describe what the polar bear does." Below the prompt is a text input area with a rich text editor toolbar.

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Example of New Stand-Alone Short Write **New!**


Students will be asked to write a one-paragraph response to a writing prompt in a specific mode (e.g., narrative, opinion, argumentative, informative) based on grade-level standards.

The screenshot shows a digital writing interface. On the left, there is a writing prompt: "Some people enjoy winter and all the fun activities they can do in the snow. Other people like summer, when it's warm enough to go swimming or to the park. Write one paragraph explaining which season (spring, summer, fall, or winter) is your favorite and why. In your paragraph, be sure to state your opinion, include detailed reasons for your opinion, and include a summary sentence." Below the prompt is a text input area with a rich text editor toolbar.

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Establishing a Test Schedule

- Forward Exam test window
- ELA First in 2024!
- Test times
- Creating a test schedule
- Administering make-ups
- Back-up plans



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Forward Exam Test Window

March 18 – April 26, 2024

Content Areas	Grades
ELA and Mathematics	3-8
Science	4 and 8
Social Studies	4, 8, and 10

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ELA First

- In order to accommodate Ranging and Standard Setting this year we are asking districts to prioritize the ELA exam.
- To create scoring guides for the ELA Short Writes we need as many student writing samples as possible.
- Districts can help by scheduling and completing the ELA Exam in the first three weeks of the testing window.

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Suggested Testing Times

The Forward Exam is an untimed test. The following are suggested testing times provided by DRC to be used as guidance to assist with scheduling the Forward Exam. It is important to remember that students may take more time or less time to complete the test based on effort and ability levels.

Forward Exam Estimated Testing Times in Minutes:

Grade Level	ELA	Mathematics	Science	Social Studies
3	125	90	NA	NA
4	125	90	105	70
5	125	90	NA	NA
6	125	105	NA	NA
7	125	105	NA	NA
8	125	115	105	70
10	NA	NA	NA	70

Sample test schedules and test blueprints are available at:
<http://dpi.wi.gov/assessment/forward/resources>.

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Creating a Test Schedule

Timing

- Do not wait until the last week or two of the window to schedule testing (this time should be used for make-ups, new students, technology issues, etc.)
- There are zero extensions of the testing window

Back-up Plan

- Districts should have a back-up plan for students and educators if a situation occurs.
- Removing students from a testing situation that is not functioning and returning them to their regular schedule is recommended to keep frustration levels low.
- Build days into your testing schedule for these situations

Make-ups

- Every attempt should be made to administer make-up tests to students who miss one or more of the scheduled test sessions.
- This includes testing any student who moves into the district during the six-week test window.

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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 on Saturdays from 8:00 am to 4:00 pm during the testing window.
- Districts should be aware that no help desk or technical support will be available from DRC or DPI for testing during extended hours.
- DACs must complete and submit the Forward Exam - Extended Testing Hours Request Form for their district.
- The request form must be submitted a minimum of one week prior to the planned extended hour testing day.

<https://dpi.wi.gov/assessment/forms#eth>

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Technology Overview

- DRC INSIGHT Portal
- INSIGHT Secure Browser and Apps
- Central Office Service - Service Device
- New Look of Student Testing Environment



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DRC INSIGHT Portal


The DRC INSIGHT Portal is the Forward Exam Portal.

- Technical users download the DRC INSIGHT Secure Application, COS-SD, and other software/information from the DRC INSIGHT Portal to set up their testing environment.
- Administrative users use the DRC INSIGHT Portal to manage users, student information, test sessions, help manage/monitor testing, and view reports of the results.

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DRC INSIGHT Secure Application

- Secure Web Browser Application used for students taking the Forward Exam
- Must be installed on each testing device
- Includes a System Readiness Check prompt during installation. The System Readiness Check can also be performed manually from the INSIGHT Secure Application by clicking the faint checkmark in bottom left corner.



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Central Office Services – Service Device (COS - SD)

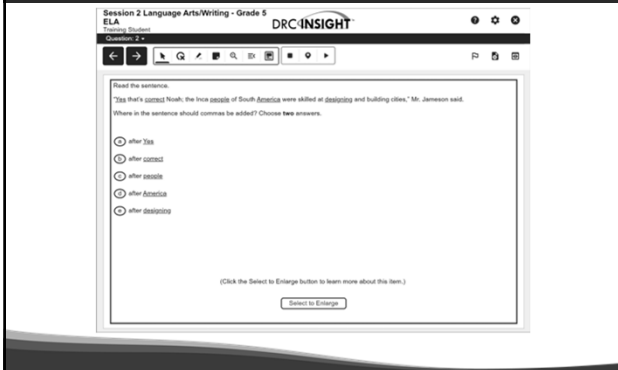
COS-SD is made up of:

- Central Office Service Configurations
- Central Office Service Device (COS)
 - Content Management Hosting Services
 - Delivers test content to student testing devices
 - Usually installed on a central server or dedicated machine

<https://dpi.wi.gov/assessment/forward/technology>

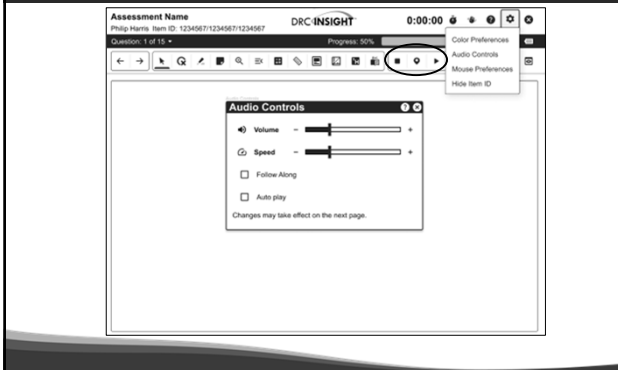
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New Look of Student Testing Environment



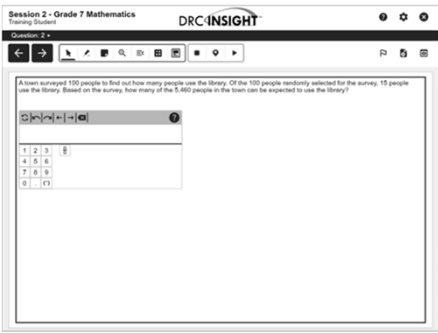
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New Look of Student Testing Environment



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New Look of Student Testing Environment



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New Look of Student Testing Environment



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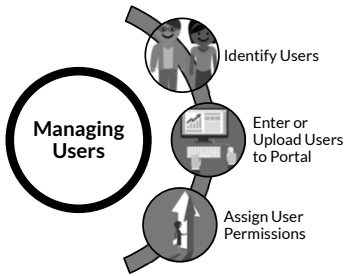
Working In the DRC INSIGHT Portal

- Managing users
- Managing students
- Student data file
- Adding accessibility features
- Student transfers
- Students new to Wisconsin public schools
- Test sessions
- Test tickets
- Non-tested codes



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Managing Users in the DRC INSIGHT Portal



Step-by-step instructions are available in the *DRC INSIGHT Portal Guide* at:
<https://dpi.wi.gov/assessment/forward/resources>.

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User Roles and Permissions in the DRC INSIGHT Portal

- Role and Permission matrix is available in the DRC INSIGHT Portal Guide
- Each role is assigned a specific set of permissions and a different level of access to student level data for security purposes.
- Do not add to the preset set of permissions.
- Only one DAC is permitted per district.
- Only 1-2 assistant to the DAC permitted if needed per district.
- **Only DACs, Assistant to DACs, and SACs have permissions to add accessibility features.**

Step-by-step instructions are available in the *DRC INSIGHT Portal Guide* at:
<https://dpi.wi.gov/assessment/forward/resources>.

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User Roles and Permissions Matrix

Menu Item	Permission Name	Role/Permission Set						
		DAC	DTC	Assistant to DAC	District Report User	SAC	DTIC	TA School Report User
Report Delivery	View District Status Reports and District Files	x		x	x			
	Download district /school reports, View School Files	x		x	x	x		x
	Add/Edit/Upload Students, edit demographics and add accessibility options	x		x		x		
Student Management	Download Students	x		x	x	x		x
	Search/View Students	x		x	x	x	x	x
	View Student Status Dashboard	x		x		x		x
	Student Transfers	x		x				
Test Management	Test Session - Add/Edit/Delete	x		x		x		
	Search/View Test Sessions and view testing status summary information, View Questions Attempted	x		x	x	x		x
	Invalidate/Unlock Tests	x						
	View/Print Test Tickets	x		x		x		x
User Management	Add/Edit/invalidate Users	x				x		

72

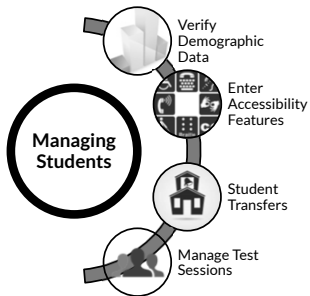
Managing User Access in the DRC INSIGHT Portal

- DACs add district-level users and SACs to the DRC INSIGHT Portal.
- SACs add school-level users to the DRC INSIGHT Portal.
- If there is not a SAC, the DAC (or Assistant to DAC) is responsible for adding all users.
- DACs are given access to the DRC INSIGHT Portal in November.
- It is essential you assign the correct staff person and their role to the correct permissions (see matrix in the DRC INSIGHT Portal guide).

Step-by-step instructions are available in the *DRC INSIGHT Portal Guide* at: <https://dpi.wi.gov/assessment/forward/resources>.

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Managing Students in the DRC INSIGHT Portal



Step-by-step instructions are available in the *DRC INSIGHT Portal Guide* at: <https://dpi.wi.gov/assessment/forward/resources>.

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Adding Accessibility Features



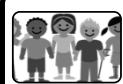
Optional Add Accessibility Features Window

Two-week window (February 12-23)
Allows districts to enter accessibility features for multiple students at once using the multiple student upload (MSU) process



Individual Student-by-Student Basis

Begins March 4
Features may be entered right up until tickets are printed



Mass-assign Functionality in the DRC INSIGHT Portal

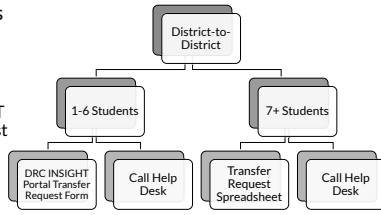
Begins March 4
Assign a common accessibility feature (Color Contrast) at one time for multiple students

75

Request a Student Transfer District-to-District

There are three ways to request a student be transferred into your district:

- Use the DRC INSIGHT Portal transfer request form.
- Use the transfer spreadsheet.
- Call the Help Desk.



See the *DRC INSIGHT Portal Guide* for step-by-step instructions and the Testing Scenarios Table in the appendix for more information of student transfers.

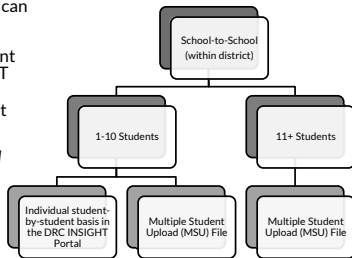
76

Transfer Students School-to-School

School-to-school transfers can be performed in two ways:

- Manually edit the student info in the DRC INSIGHT Portal.
- Use the multiple student upload (MSU) process.

See the *DRC INSIGHT Portal Guide* for step-by-step instructions.



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Student New to Wisconsin Public Schools

A student new to Wisconsin Public Schools – who has transferred in from out of state or a non-public school.

Acquire a WISEid for the Student from your SIS coordinator.

Manually enter the student into the DRC INSIGHT Portal.

78

Test Sessions

February 26-March 1

DRC will automatically put all students into grade level test sessions by school.

→

March 4

DACs may begin to make changes to test sessions, create different test sessions, and manually add any new students to test sessions.

Districts must NOT create test sessions prior to March 4.

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Test Tickets

Each student has one username/password per content area. The same ticket is good for all test sessions within the content area. Refer to Roles and Permissions Matrix for who may print tickets.

All student accessibility features MUST be entered into the DRC INSIGHT Portal (by the DAC/SAC) prior to printing test tickets.

Confirm that the accessibility features added are appropriately assigned.

Accessibility feature must be listed next to "accommodation" for the student prior to logging in to the test.

See the DRC INSIGHT Portal Guide for step-by-step instructions on printing test tickets.

80

Not-Tested Codes (NTCs)

Participation Is a requirement for students in tested grades

- All students in grades 3-8 and 10 need to participate in appropriate content area exams (Forward or DLM).
- Students that are not able to be tested must have a NTC entered in the DRC INSIGHT Portal.

NTCs Information in the DRC INSIGHT Portal Guide and TAM

- List of NTCs, their description, and information about appropriate use of each.
- Students must be in a session to apply or view NTC.
- Step-by-step instructions for applying NTCs.

DLM Do not delete these students from the DRC INSIGHT Portal

- Students taking the DLM test must have a NTC code of "ALT" entered in the DRC INSIGHT Portal.
- If a student taking DLM is opted out by a parent, the NTC code of "PAR" is entered into the DRC INSIGHT Portal instead of "ALT".

81

Test Administration

- Who may proctor the exam
- Prior to testing
- Test administration
- Reopening a test
- Purging a test
- Test invalidation



82

Who May Proctor the Exam?

Test Administrators/Proctors (TAs) are trained staff who are employed by the school or district. This includes:

- Teachers
- Administrators
- Paraprofessionals
- Student teachers (whose regular responsibilities include supervising students)

Parent volunteers are **not allowed** to proctor the exam.

School personnel who are parents or guardians **must not be allowed** to proctor their own children.



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Prior to Testing

Prepare Testing Rooms

- Appropriately set up
- Displayed materials removed or covered
- Room signs printed and distributed

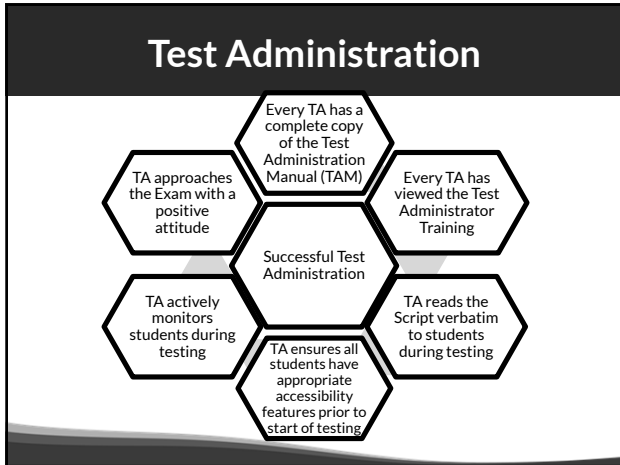
Prepare Materials

- Devices are ready, updated, charged
- Headphones for ALL students
- Scratch paper for ALL students
- Test tickets

Prepare Procedures

- How to monitor students
- Allowable after testing activities

84



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Extended Retry

During testing, if there is a network / Wi-Fi connectivity issue and DRC INSIGHT cannot send a response:

- This warning will pop-up on the student's screen, and INSIGHT will continue to try to reconnect for up to five minutes.
- You have two options: 1) let it try to reconnect, or 2) exit the test and have the student log in and resume testing later (or on a different testing device) where they left off.

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Extended Retry (continued)

- If you choose to wait and there is no reconnection within that five minutes you will receive an error message as shown below.
- At this point you will need to click OK and the student will be able to log in at another time (or at a different station if it is not a school wide issue) to continue testing where they left off.

87

Reopen/Unlock a Test Updated!

Can I reopen (unlock) this student's test?

- Student has been in the test for 2 minutes or MORE. Student has completed MORE than 2 items. **Call DPI for guidance.**
- Student has been in the test for LESS than 2 minutes. Student has completed 2 items or LESS. **DAC may reopen (unlock) the student's test. Student may only work forward from the last item completed.**
- Student clicked through the test without trying. **This test may not be reopened (unlocked). Submit as is or invalidate affected content area.**

See the *DRC INSIGHT Portal Guide* for step-by-step instructions to check the number of items completed and amount of time in test session.

88

Purging a Test

The DAC must contact DPI about a purge.

- Only DPI can give approval to DRC to purge a student test.
- Purging the test deletes all previous responses (in all sessions of that content area) and assigns a new password.

If a student started a test without the proper accessibility feature, possible options may include:

- Invalidate - due to misadministration
- Score as is
- Purge

A test may only be purged by DPI if a student has completed two or fewer items in only one session of a content area and the duration of the test is two minutes or less.

89

Student Started Test Without Appropriate Accessibility Feature

This decision tree is available in the Test Administration Manual.

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Invalidation

Invalidations Performed Due to:

- Test Security violations/irregularities.
- Student used inappropriate accessibility feature/was not provided assigned feature.
- Student deliberately does not attempt to respond to questions (there is no option to reopen in this scenario, retesting is not permitted).

Results of Invalidation:

- Entire content area will be invalidated and not scored (ex. all of ELA, not just session within ELA).
- DAC must enter non-tested code of "INV" in the DRC INSIGHT Portal for affected content area(s).
- Student will count as a non-test participant for that content area.


A Test Security Incident Report Form must also be completed and submitted to DPI.

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After Testing But...

before the end of the testing window

- Ensure testing is complete, data is accurate
- Student Status Dashboard
- Destroy secure testing materials



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Ensure Testing is Complete, Data is Accurate

Status Reports

* Indicates required fields

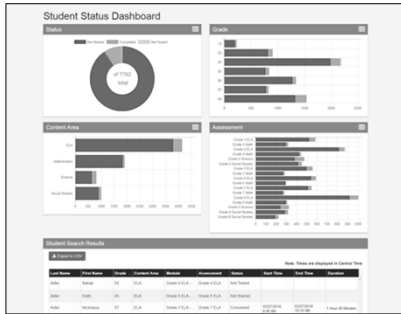
Administration: Wisconsin Forward Exam Sp [v] * District: (All) [v] School: (All) [v]

Title	Description	Action
Daily Cumulative Student Status Report	Displays all students in a test session, regardless of whether they have started the test session or not. Shows the test status for each student, including start and submit times, the ticket status, assigned accommodations and has a comment field.	[icon]
Daily Student Status Report	Displays each student that logs into a test. Shows the test start and submit times, test ticket status and has a comment field. This report does not contain any cumulative test activity for the student.	[icon]
Daily School Resets Report	Displays information about schools that have unusual reset/unlock activity.	[icon]
Daily Student Resets Report	Displays information about students that have unusual reset/unlock activity.	[icon]
Daily Excessive Logins Report	Displays information about students with unusual login activity. Shows the number of times the student logged in, as well as the cumulative result of all attempted logins by the student.	[icon]
Daily Status Summary of Test Times Report	Displays the duration in which students completed the test. This report shows district-wide data for each grade and content area.	[icon]
Weekly District Report	Displays the number of tests started and ended at a district level for each week of testing.	[icon]
Daily District Report of Testing Status by School	Displays the number of tests started and ended for a district and school, or a grade and subject level.	[icon]

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Student Status Dashboard

Available for school-level monitoring:



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Destroy / Return Test Materials

The Test Administration Manual provides information on returning or destroying secure test materials.

- Braille (after transcribed) – return to DRC.
- Print-On-Demand – securely destroy and submit a completed confirmation of destruction form to OEA.
- Test tickets, scratch paper – securely destroy.

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Reporting

- Forward Exam reports
- School and district summary results
- Communicating data and results

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Forward Exam Reports

Reports

- Electronic Reports
- Individual Student Reports (ISRs)
- Rosters
- Summary Reports
- Hard Copy Individual Student Reports (ISRs)

User's Guide to Interpreting Reports
Wisconsin Forward Exam

Resources

- User's Guide to Interpreting Reports
- Handout - "What is an ISR?"
- Sample Parent/Guardian ISR Cover Letter
- Spanish and Hmong translations available on the Forward Exam webpages
- For sample ISRs translated into languages other than Spanish or Hmong - Districts must contact the DRC helpdesk

<https://dpi.wi.gov/assessment/forward/data>

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Distribution of ISRs to Families New!

- ISRs should be sent to families immediately upon receipt in district. This may be done by:
 - Mailing a hard copy of the report.
 - Posting a copy of the report on the district's parent portal. Note: simply sharing assessment scores is not sufficient as the ISR contains additional information useful to parents.
 - Meeting with parents/guardians.
- Districts must provide ISRs in a language the parent/guardian can understand and in a format that is accessible to them.
- Districts should make use of the reporting resources for parents/guardians.

Reporting resources available on the Forward Exam Data and Results webpage <https://dpi.wi.gov/assessment/forward/data>.

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Reporting for 2023-24

- Electronic ISR file delivery format
 - DRC will provide each district with an electronic file containing a separate ISR document for each student. This will allow easier upload to school portals.
- Due to the need to hold a Standard Setting to set new cut scores for ELA and Mathematics, the Individual Student Reports and District/School Summary Data will be provided a bit later in the Summer of 2024.

99

New ISR Format New!

- Goal of new format:
 - More parent friendly
 - Additional Information
- New asset-based performance level category labels.

Wisconsin Forward Exam Student Report

Student Name: _____ School: _____
 District Name: _____ District: _____
 State: _____ Grade: _____

About the Wisconsin Forward Exam
 The Wisconsin Forward Exam is a computer-based assessment in English Language Arts (ELA) and Mathematics. It is designed to measure student achievement in the Wisconsin Academic Standards for ELA and Mathematics. The exam is administered in the spring of each year and provides a comprehensive overview of student learning.

How Did My Student Perform?
 English Language Arts: LEVEL 2 | LEVEL 3 | LEVEL 4
 Mathematics: _____
 Score: _____
 Test Score: _____

What Does My Student's Performance Level Mean?
 Performance Level 1: A student who scores at this level has not demonstrated sufficient proficiency in the skills and knowledge required for this level. A student who scores at this level is not eligible to receive a diploma from the State of Wisconsin.
 Performance Level 2: A student who scores at this level has demonstrated basic proficiency in the skills and knowledge required for this level. A student who scores at this level is eligible to receive a diploma from the State of Wisconsin.
 Performance Level 3: A student who scores at this level has demonstrated solid proficiency in the skills and knowledge required for this level. A student who scores at this level is eligible to receive a diploma from the State of Wisconsin.
 Performance Level 4: A student who scores at this level has demonstrated advanced proficiency in the skills and knowledge required for this level. A student who scores at this level is eligible to receive a diploma from the State of Wisconsin.

How Does My Student's Score Compare with Other Students?
 District: _____ State: _____
 Percentile Rank: _____
 Score Range: _____

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New ISR Format Continued

- ELA score with additional Reading and Writing/Language Arts Subcategory Scores.
- Bulleted items explaining what a student can do at that performance level by content area.

How Did My Student Score in English Language Arts (ELA)?
 Student Performance in ELA: The student was offered accommodations or supports for ELA.

ELA Scale Score Ranges	LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4
Performance Level	XXXX	XXXX	XXXX	XXXX
Scale Score	XXXX	XXXX	XXXX	XXXX

Reading Subcategory Performance

Performance Level	Scale Score	Reporting Category	Progress
LEVEL 2	XXXX	Key Ideas and Details Craft and Structure Integration of Knowledge and Ideas Vocabulary in Context	***

Writing/Language Arts Subcategory Performance

Performance Level	Scale Score	Reporting Category	Progress
LEVEL 3	XXXX	Text Types and Purposes Production and Distribution of Writing Inquiry to Build and Present Knowledge Language Conventions	***

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Communicating Data and Results

DACs/SACs are responsible for ensuring all staff know how to read and understand the data and results for the Forward Exam at the level they have access.

Make sure staff know:

- About the *User's Guide to Interpreting Reports* and where to access it.
- The information on the ISR ties directly back to the Wisconsin Academic Standards documents so they are more informed when speaking to parents.

102

Educator Involvement Opportunities

- Rangefinding Meeting
- Standard Setting Meeting
- New Item Review Meeting




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Upcoming Educator Involvement Opportunities

Rangefinding

In April of 2024, Wisconsin educators will review and approve scoring guides, select anchor, training, and qualifying papers used by evaluators to score the Forward Exam short write tasks.




<https://dpi.wi.gov/assessment/forward/educator-involvement>

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Upcoming Educator Involvement Opportunities

Standard Setting

In June of 2024, Wisconsin educators will recommend cut scores for the Forward Exam in English Language Arts (ELA) and Mathematics. The cut scores separate students into one of the four achievement levels, which provide clear indicators of a student's level in relation to the Wisconsin Academic Standards and indicate if they are on track for future learning.




<https://dpi.wi.gov/assessment/forward/educator-involvement>

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Upcoming Educator Involvement Opportunities

Item Review

In the Summer 2024, Wisconsin educators review all new test questions created for the exam for content, grade level appropriateness, alignment to correct standard, cultural inclusivity, and bias/sensitivity issues prior to placement on the exam.



<https://dpi.wi.gov/assessment/forward/educator-involvement>

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DRC Contact Information

Wisconsin Forward Help Desk

800-459-6530

WIHelpDesk@datarecognitioncorp.com

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DPI Contact Information

<p>Alison O'Hara Forward Exam Program Manager alison.ohara@dpi.wi.gov 608-266-5182</p>	<p>Phil Cranley Data, Student Demographics, and Privacy Issues philip.cranley@dpi.wi.gov 608-266-9798</p>
<p>Jennifer Teasdale Forward Exam Education Program Specialist jennifer.teasdale@dpi.wi.gov 608-266-5193</p>	<p>Duane Dorn Test Security and Choice students duane.dorn@dpi.wi.gov 608-267-1069</p>

If you are not receiving the assistance you need from the DRC Help Desk - please contact DPI - (Alison or Jennifer) so we may help get your situation resolved.

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Questions

Please send questions
you may have after
viewing this video to
Alison or Jennifer, or to
osamail@dpi.wi.gov