



Assessment Update for Parental Choice Schools

February 15, 2024

WISCONSIN STATEWIDE ASSESSMENT SYSTEM UPDATES

Assessment and Accountability

Reminders:

Test Participation

Test participation is an important part of accountability determinations and performance data validity.

Please work with building leaders to plan for successful test administrations by:

- Monitoring test participation within each assessment's administrative platform.
- Communicating regularly with School Assessment Coordinators (SACs) to support participation, for example, scheduling makeup sessions when needed.
- Scheduling testing early in the test window to ensure time for makeup testing or other unforeseen circumstances.

[NCEO Resource on Participation in Statewide Assessments](#)

The National Center on Educational Outcomes (NCEO) has developed a tool kit that identifies and describes reasons why all students, including students with disabilities, English learners, and English learners with disabilities should participate in state tests.

LEAs and school administrators can use this tool as a guide when communicating with educators, families, and students about why it is so important that students participate in state assessments. The tool kit contains materials that LEAs as well as IEP Teams can use for communicating about making state test participation decisions for all students.

Test Participation and Accountability

The Office of Educational Accountability (OEA) would like to provide districts and schools with some reminders on the impact of test participation on state accountability. Please see below for more information.

[State Accountability](#)

DPI publishes school and district test participation on school and district report cards for informational purposes only. That is, test participation has no impact on report card scoring. This rule has been effective since the 2016-17 report cards. Please note that a minimum two years of 20 full academic year tested students are required to generate a report card score.

If you have questions about accountability, please [contact OEA](#).

District Assessment Coordinator (DAC) Confidentiality Agreement Due March 1

All DACs who have not yet completed the 2023-24 [DAC Confidentiality Agreement](#) should do so no later than March 1. The form may be completed electronically and signed electronically using Acrobat Reader. Be sure to select the appropriate options on the ACT agreement prior to signing. The entire seven-page document needs to be submitted to OEA once signed. All other confidentiality forms (SACs, DTCs, STCs, etc.) remain individual forms, but may be completed electronically, and once completed are to be retained at the school/district level.

ACT

New:

Online Testing Readiness

Districts testing online during Test Window 1 should have begun online site readiness tasks. Online site readiness resources are on the [Wisconsin ACT Website, Step 2 - Configuration, Complete Site Readiness for Online Testing](#).

Online Testing Administration

Test Coordinators should be actively creating and assigning students to test sessions in the [PearsonAccess^{next} ACT portal](#) for Test Window 1. Instructions on how to create test sessions and assign students to a test session can be found in the [Online Testing Administration Manual](#) (p. 39) and in the [Create and Assign Test Sessions Tutorial](#).

Note: The last day to switch from online to paper testing **and** to order materials is **March 1** for Test Window 1.

Testing Staff Training Session

DACs or Test Coordinators are required to host a training session for all testing staff (new and experienced) prior to testing. This training is separate from the briefing session on test day. The following resources provide information that should be included in your training:

- [Test Coordinator Information Manual](#) (starting on page 21)
- [Standard Paper ACT Test Administration Manual](#) (starting on page 14)
- [Paper Accommodations ACT Test Administration Manual](#) (starting on page 16)
- [Online/Online Accommodations ACT Test Administration Manual](#) (starting on page 23)
- Additional training tutorials can be found on the [Wisconsin ACT Website](#)

Reminders:

Test Materials Shipping

ACT began shipping materials for Test Window 1 the week of February 12 and will continue to ship materials based on the shipping date selected in PearsonAccess^{next} (PANext). Instructions on how to track your shipment can be found in the [PearsonAccess^{next} User Guide](#) under the View Status and Shipment Information section. Once materials have been received, follow the instructions outlined on page 27 of the [Test Coordinator Information Manual](#) to check in and secure your test materials. Run the [Accommodations and Supports Roster](#) in PANext to obtain a list of students with approved accommodations and required materials. If you are missing materials, please reach out to ACT immediately.

Note: District and school staff including athletic coaches who have relatives testing on state test days should not have access to secure materials prior to test day. For additional information on testing staff requirements, please see the [Test Coordinator Information Manual](#).

MyACT Non-Testing Activities

MyACT materials will arrive with your test materials shipment. Distribute one copy of the [Taking the ACT Test](#) booklet and an individualized [MyACT Non-Test Instructions](#) to students. Students must register and complete their MyACT account set-up no later than two days post testing. Resources to assist students with completing their MyACT account can be found on the [Wisconsin ACT Website, Step 4 - Preparation, Complete Non-Test Activities](#).

PreACT Secure

New:

Online Testing Readiness

Districts may begin online site readiness tasks for PreACT Secure. Technical readiness resources are on the [Wisconsin PreACT Secure Website, Step 2 - Complete Site Readiness](#).

Creating Test Sessions

Once Test Coordinators have verified enrollment and entered accommodations for students, they may begin creating test sessions and assigning students to those test sessions in the [PearsonAccess^{next} PreACT Secure portal](#). Instructions on how to create test sessions can be found in the [Online Testing Administration Manual](#).

Reminder:

Accessibility Supports

Schools can now begin to enter accessibility supports for the PreACT Secure. Accommodation and English learner supports are entered directly into PearsonAccess^{next} (PAnext) and do not require prior approval from ACT. Instructions on how to enter supports can be found in the [PreACT Secure Online Administration Manual - Testing with Accessibility Supports](#) (p. 8). Please keep in mind the following when entering supports:

- All accommodated testing is administered online except for Braille, Large Print, and Human Reader's Script. Change these students' delivery format to paper testing.
- Accommodations **must** be entered before assigning a student to a test session.
- Accommodations may be entered individually or as a group by import/export (new 2024).

Additional resources can be found under [Step 3 - Accommodation of the Wisconsin PreACT Secure webpage](#).

Forward Exam

New:

Student Transfers

If a student moved into the district after data were uploaded to the DRC INSIGHT Portal on January 25, a student transfer request must be submitted to DRC. Only DRC can transfer a student record between districts in the DRC INSIGHT Portal, and only the **DAC can request a student be transferred into their district** (not out of their district). Transfer requests may be submitted now, but DRC will not begin transferring students in the Portal until March 4. There are three ways to request a student be transferred into your district:

- Use the [transfer spreadsheet](#)
- Use the DRC INSIGHT Portal transfer request form
- Call the DRC Help Desk

See the [DRC INSIGHT Portal Guide](#) for step-by-step instructions and the Testing Scenarios Table in the appendix for more information on student transfers throughout the testing window.

Extended Testing Hours

Forward Exam testing is accessible from 7:00am - 5:00pm, Monday through Friday. Districts may once again opt to test students in-person on Tuesday, Wednesday, and Thursday evenings until 8:00 pm, and on Saturdays from 8:00am to 4:00pm 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. In order to utilize the 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.

Reminders:

Forward Educator Involvement Opportunities

DPI is still recruiting a diverse group of educators from all over Wisconsin (including English learner and special education teachers) to participate in three separate Forward Exam Educator Involvement Opportunities: Rangefinding, Standard Setting, and New Item Review. 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. More information about each opportunity, including how to apply, is available on the [Forward Exam Educators Involvement webpage](#). **Please share this information with the educators in your district.**

DPI English Language Arts (ELA) Office Hours

DPI English Language Arts Consultant, Bianca Williams-Griffin, alongside her literacy and assessment colleagues will be available to answer questions about the ELA writing standards and to discuss the new short write tasks on the Forward Exam during office hours on Mondays from 3:30-4:20 pm and Tuesdays from 9:00-9:50 am, throughout the spring semester. To join the Office Hours, please use this [Office hours webinar session Zoom link](#). **Please share this information with the educators in your district.**

DRAFT ELA Short Write Task Rubric Now Available

DRC has released the grade 3 DRAFT rubrics for the ELA short write tasks. Once finalized there will be grade-level rubrics for each writing mode. This DRAFT rubric will provide educators with information about how the short write tasks will be scored. The rubrics are based on W3 in the ELA writing standards for each grade. Rubrics will not be finalized until after the [ELA Rangefinding meeting](#) which will occur in April. Finalized grade-level rubrics will not be released until late summer or early fall. The DRAFT rubric is available on the [Forward Exam Resources webpage](#). Short write task FAQs on the [Forward Exam Frequently Asked Questions webpage](#).

Optional Add Accessibility Features Window **is Now Open**

During this optional window (February 12-23), districts may use the Multiple Student Upload process to upload designated supports and accommodations for multiple students at one time into the DRC INSIGHT Portal. As a reminder, Text-to-Speech (TTS) is now a Universal Support for all students and does not need to be assigned in the Portal. Accessibility features may also be entered into the Portal on an individual student or “mass assign” basis as needed, beginning March 4. Instructions for all three processes are available in the [DRC INSIGHT Portal Guide](#).

Student Data Upload

The student data submitted to DRC on January 25 will be available for users to view and edit in the DRC INSIGHT Portal on March 4. Please ensure that any corrections made to the data in the portal are also reflected in the district’s Student Information System (SIS).

Forward Exam for Non-Choice Students

Non-Choice students will again be able to take the Forward Exam with the cost of the exam remaining at \$35 per student. The order form can be found at [Forward Exam Order Form](#).

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
Transfer Request Spreadsheet	DACs can request a student record in the DRC INSIGHT Portal be transferred into their district from another district.	Forward
Forward Exam - Extended Testing Hours Request Form	DACs may submit a request to test students during preset extended testing hours throughout the window.	Forward
Grade 3 DRAFT Rubric	Grade 3 DRAFT rubrics for the ELA short write tasks	Forward

Important Dates to Remember

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

Date	Event	Program
February 12-23	Optional Add Accessibility Features window	Forward
February 19	ACT materials ship for Test Window 1	ACT
February 26	Paper testing order window opens	PreACT Secure
March 1	Last day to enroll students for Test Window 1 and order materials	ACT
March 4	Access to DRC INSIGHT Portal test sessions, individual student information, and ability to assign individual student accessibility features	Forward
March 5	Attend PreACT Secure Technical Readiness Training	PreACT Secure
March 6	Third and Final DAC/SAC and DTC Q&A Webinar	Forward
March 8	Deadline to submit Qualified Exceptions to the Deadline accommodations/supports for Test Window 1	ACT
March 8	Begin preparing online test sessions and precache test content for Test Window 1	ACT



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February 2024 Wisconsin Department of Public Instruction

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