WISCONSIN STATEWIDE ASSESSMENT SYSTEM UPDATES

Assessment and Accountability
Reminder:
District Assessment Coordinator (DAC) Confidentiality Agreement Due March 1
The 2023-24 DAC Confidentiality Agreement should be completed and signed electronically using Acrobat Reader by **March 1.** Select the appropriate options on the ACT agreement prior to signing. The entire seven-page signed document needs to be submitted to OEA. All other confidentiality forms (SACs, DTCs, STCs, etc.) remain individual forms and may be completed electronically and retained at the school/district level.

ACT
New:
Important Technology Update: ACT and PreACT Secure
On February 23, ACT released **updates** to the ACT and PreACT Secure Technical Guides for Online Testing. Please check that the Required Version of TestNav has been downloaded and review the Software Requirements for TestNav Section **prior to testing** to ensure you have a compatible version of your operating system. **Please disseminate this information out to all Test and Technical Coordinators**. Additional information and technical tips can be found in the ACT/PreACT Secure Technical email sent on February 28.

Accommodations: Pre-Recorded Audio Hyperlinks
ACT will begin emailing Test Window 1 pre-recorded audio hyperlinks and instructions to Test Coordinators on Thursday, February 29. If you do not receive an email by Wednesday, March 6, please reach out to ACT Accommodations at 800-553-6244, ext. 1788.

Newly Enrolled Students - MyACT:
Test Coordinators should verify all new students are enrolled in PearsonAccess[next] and test materials were ordered. Once the new students are rostered, the Test Coordinator will need to create individualized Non-Test Instructions for Students Forms and provide students with a printed copy of Taking the ACT. Instructions on how to create the Non-Test Instruction Form and guidance on the MyACT registration process is outlined in the MyACT User Guide for Test Coordinators. Additional MyACT resources can be found under Step 4 of the Wisconsin ACT Website.

Additional Materials Order - Deadline
The last day to order additional materials for **Test Window 1 is March 1**. Test Coordinators should:
- Verify all students received materials for testing.
- Verify receipt of Online Testing Materials Return Kit if testing online.
- Order additional materials in PearsonAccess^next if needed.

Instructions on how to place an additional order for standard materials can be found in the [PearsonAccess^next User Guide for the ACT](). Contact ACT Accommodations (800-553-6244 Ext. 1788) to order accommodated materials.

Late Consideration for Accommodations - Deadline
The final day to submit a Qualified Exception to the Deadline (late consideration) for accommodations is **March 8**. A [Qualified Exception to the Deadline Form]() must be completed and submitted with all requests. Resources on how to enter accommodations can be found on the [Wisconsin ACT Website, Step 3 - Accommodation webpage]().

Reminder:
Educator Involvement Opportunity
DPI is recruiting a diverse group of Wisconsin educators to establish cut scores for the ACT in English Language Arts (ELA), Mathematics and Science. These cut scores are independent of ACT's College and Career Readiness Benchmarks and are used for state accountability. The Standard Setting will be an in-person, two-day meeting held in Madison on July 10-11, 2024. For more information about this opportunity and instructions on how to apply, please visit the [DPI ACT Educator Involvement Opportunities webpage]().

PreACT Secure
New:
Online Practice Test
The online practice test for the PreACT Secure is now available and can be found on the [PreACT® Secure™ practice test webpage](). Login credentials are not required, please click "Practice Tests" below the sign in button. The online practice test helps students prepare for the test by replicating similar testing conditions students will experience on test day in TestNav, including online accommodations. Additional preparation information and a link to the practice test and scoring key can be found in the student [Preparing for PreACT Secure Guide]().

Technical Readiness Training
ACT and DPI will host this year's PreACT Secure Technical Readiness Training on March 5, 10:00-11:00 am. Visit the [DPI PreACT Secure Trainings webpage]() for registration details. DPI strongly encourages all Test Coordinators and Technology Coordinators to this training.

Forward Exam
New:
Technology System Requirements
DACs and DTCs should review the hardware and operating system requirements documentation (updated in February) for the 2023-24 administration to ensure student devices meet the minimum requirements for testing. Updated 2024 technology system requirements for student testing devices is now available on the [Forward Exam Technology Requirements webpage]().

2024 Forward Exam Required Trainings

With the test window quickly approaching, be sure staff view required training materials.

- All Test Administrators (TAs) are required to view the DPI provided Forward Exam Training for TAs video available on the [Forward Exam Trainings webpage](#).
- District Technology Coordinators (DTCs) should refer to the DTC training videos, available on the [Forward Exam Technology Resources and Requirements webpage](#), prior to the setup of testing devices.
- District and School Assistant Coordinators (DAC/SAC) who were unable to attend the in-person training in November, or need a refresher, should view the DAC/SAC training video available on the [Forward Exam Trainings webpage](#).

Reminder:

Forward Exam Q&A webinar

On March 6 at 12:30 pm, the final optional Q&A webinar sessions for 2024 will take place. This webinar is an opportunity to ask DPI and DRC staff questions about Forward Exam test set-up, administration, or technology that may have come up after reviewing the training videos and other resources. Please come prepared to ask questions that may have come up during test prep or from educators during trainings. To join the webinar on March 6, please use this [Forward Exam Q&A webinar session Zoom link](#).

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
[ACT and PreACT Secure Technical Updates and Tips](#)	This email includes import technical updates to the ACT and PreACT Secure online testing requirements and other technical tips.	ACT/PreACT Secure
[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

Important Dates to Remember

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

Date	Event	Program
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	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
March 12	**ACT Test Window 1: Paper standard testing date**	ACT
March 12-15, 18-22	**ACT Test Window 1: Administer online and accommodated testing (paper and online)**	ACT
March 12-15	Order additional paper test materials for Test Window 2	ACT
March 13	Return March 12 paper standard testing materials	ACT
March 15	Deadline to submit Qualified Exceptions to Deadline accommodations/supports for Test Window	ACT
March 18	**Forward and PreACT Secure test windows begin**	Forward & PreACT Secure
March 19	Deadline for ACT to receive standard paper test materials from March 12 administration	ACT
March 19	Attend Test Administration #2 webinar	PreACT Secure
March 20	Begin creating and assigning students to test sessions for Test Window 2	ACT
March 22	Purge online cached ACT test content from Test Window 1	ACT

| March 22 | Prepare and precache test content for Test Window 2 | ACT |
| March 25 | Return Test Window 1 accommodated and online test materials | ACT |

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