



Assessment Update for Parental Choice Schools

March 7, 2024

WISCONSIN STATEWIDE ASSESSMENT SYSTEM UPDATES

ACT

New:

Test Window 1 Dates

- March 12: Paper Standard Administration
- March 12-15, 18-22: Paper Administration for Accommodations
- March 12-15, 18-22: Online Testing (Standard and Online Accommodations)

Note: The [2024 ACT Schedule of Events](#) lists all tasks and deadlines for each test window and type of administration (paper/online). It is important that all schools review the Schedule of Events prior to testing to ensure all tasks and deadlines are met.

Testing Reminders for Test Window 1

- Test Window 1 begins March 12. All testing staff must be trained prior to administration and a staff briefing session must be held the day of testing.
- **Test books and approved accommodation materials are specific to each test date/window. You must test accommodated students with approved accommodated materials sent by ACT. Each type of administration (paper, online, timing codes) requires its own room and failure to test separately will result in a misadministration.**
- Schools testing online can prepare online test sessions and precache content beginning March 8. DPI strongly encourages running a mock administration and preparing test sessions early. Please see the [ACT Online Testing Administration Manual](#) (p. 43) on how to prepare test sessions. Resources for proctor caching and other online site readiness requirements can be found on the [Wisconsin ACT Website, Step 2 - Configuration](#) and the [ACT Technical Guide for Online Testing](#).

Emergency and Inclement Weather Policy

Please review, print, and share the [ACT Emergency and Inclement Weather Plan](#). This plan provides instructions to schools on what to do if school is delayed or closed on test day due to weather or another emergency.

Reminders:

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](#).

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](#). **Note:** When entering a QED, schools should select Wisconsin Spring 2024 QED as the testing date.

PreACT Secure

New:

Test Window

The PreACT Secure testing window begins March 18 and runs through April 26. Please make sure you download and reference the [2024 PreACT Schedule of Events](#) for all assessment tasks and deadlines.

Paper Accommodation Material Orders

The window to order PreACT Secure paper accommodation materials opened on February 26. Test Coordinators should make sure all paper testers are marked with a test delivery format of paper and an order placed for test materials in PearsonAccess^{next}. Instructions on how to change the test delivery format and order paper accommodated materials can be found in the [PearsonAccess^{next} User Guide for the PreACT Secure](#).

Preparing Testing Staff - Testing Staff Training Session

DACs or Test Coordinators are required to host a training session for all testing staff prior to testing. This training is separate from the briefing session on test day. The Staff Training section of [PreACT Secure Test Coordinator Information Manual](#) (p. 20) outlines information that should be included in your training. DPI also encourages staff to attend or view the recordings of our PreACT Secure training webinars and Office Hours.

Test Sessions

Test Coordinators should be actively creating and assigning students to test sessions in the [PearsonAccess^{next} PreACT Secure portal](#) and can continue to do so throughout the test window. Instructions on how to create test sessions and assign students to a test session can be found under the Setting Up Test Sessions section of the [PreACT Secure Online Administration Manual](#) (p. 18). **Note:** All student accommodations must be assigned prior to putting students into test sessions.

Tech Readiness

It is important that your test site meets all technical requirements before PreACT Secure testing begins. Please review the PreACT Secure Schedule of Events for tasks and deadlines to complete technical readiness. Use the resources under the Configuration section (Step 2) on the [Wisconsin PreACT Secure Webpage](#) to configure systems for testing. Technical Coordinators and Test Coordinators should review the [Technical Readiness webinar](#).

Test Administration #2 Training

ACT and DPI will host the PreACT Secure Test Administration #2 training on March 19, 10:00-11:00 am. Visit the [DPI PreACT Secure Trainings webpage](#) for registration details. DPI strongly encourages all Test Coordinators to attend this training.

Reminder:

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](#).

Forward Exam

New:

Forward Exam Test Window Opens March 18

The Forward Exam test window opens on March 18. Districts should plan to schedule ELA (particularly sessions 2 and 3) within the first three weeks of the testing window. This will allow the testing vendor to pull as many student responses as possible for the Rangefinding event in mid-April. During Rangefinding, the participants (Wisconsin educators) will finalize the short write rubrics, approve scoring guides, and select anchor, training, and qualifying papers used by evaluators to score the Forward Exam ELA short write tasks. All testing must be completed by April 26.

Test Set-up is Now Open

DACs and SACs can now edit or create test sessions (all students have been placed into grade-level sessions by DRC), edit student data, enter accessibility features on an individual student or mass-assign basis, enter not-tested codes, and print test tickets in the DRC INSIGHT Portal. The [DRC INSIGHT Portal Guide](#) contains step-by-step instructions for these tasks. Accessibility features must be entered on an individual student basis or with the mass upload of common features (see [DRC INSIGHT Portal Guide](#), (pp. 18-19). The Multiple Student Upload (MSU) cannot be used to upload accommodations and supports after February 23.

Testing Checklists

The *Prior to Testing Checklist* is currently available on the [Forward Exam Resources webpage](#). This is not a comprehensive list to get ready for testing, only a quick double check prior to testing to make sure you are on track. Comprehensive checklists for District/School Assessment Coordinators and Test Administrators are available on the [Forward Exam Resources webpage](#).

Technology Set-up and Device Readiness

A Site Technology Readiness Checklist is available on the [Technology Resource and Requirements webpage](#). Technology Coordinators should also verify:

- Device resolution is 1024 x 768 or better (see testing device requirements in the [System Requirements](#)) and that the zoom is 100% to allow test questions to render correctly.
- “Allow App to Manage Power” is turned off (see [Technology User Guide Volume III](#), (p. 42, Step 20) to prevent Chromebooks from going to “sleep” during testing.
- The necessary URLs are allowed on firewalls and content filters.
- The DRC INSIGHT software is installed on testing devices and is up to date. If local firewalls are used on COS Service Devices and/or testing devices, make sure they do not restrict testing traffic.
- The right test content is downloaded and up to date using COS Content Management.
- A system readiness check is performed on student devices prior to testing.
- The onscreen keyboard is disabled for the short write tasks.
- The keyboard is set to “US Keyboard”.
- All apps running in the background are stopped or temporarily disabled prior to testing ([DRC Technology User Guide Volume I](#) (p. 22). 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)
 - Other Background Processes – (e.g., virtual keyboards, grammar tools (e.g., Grammarly), classroom monitoring tools)
 - Screen capture software (e.g. Microsoft Game Bar)

Additional DRAFT ELA Short Write Task Rubric Now Available

DRC has released the grade 6 DRAFT rubrics and updated the grade 3 DRAFT rubrics for the ELA short write tasks. Once finalized there will be grade-level rubrics for each writing mode. The grade 3 and grade 6 DRAFT rubrics will provide educators with information about how the short write tasks will be scored. The rubrics are based on W2 and 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 rubrics are available on the [Forward Exam Resources webpage](#).

Reminder:

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](#).

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
Grade 3 and 6 DRAFT Rubrics	Newly released Grade 6 DRAFT rubrics and updated 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
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, DLM, and PreACT Secure test windows begins	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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March 2024 Wisconsin Department of Public Instruction

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