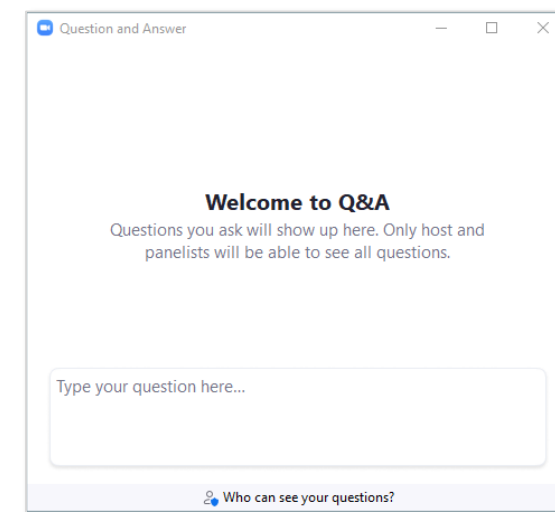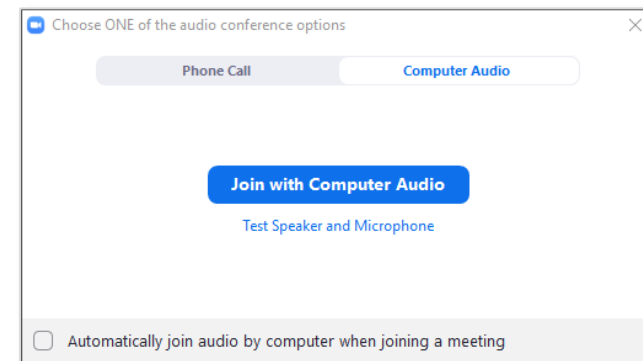# Forward Exam Q&A Session

Connecting to Audio
- Call in using your computer audio (preferred) or through your phone
- Your audio has been muted on entry
- Remain muted during the session

Asking Questions
- Use Q&A for questions
- We will monitor the Q&A and will answer questions during the session

Accessing this Presentation
- A recording of this session will be posted on the DRC INSIGHT Portal and will be linked on DPI's Forward Exam Trainings webpage.

Prioritization

We will monitor and answer questions as they are entered in the Q&A feature.

We will focus on answering more general questions that would be relevant to others in the session.

Specific questions related to your district or situation will be addressed if there is time at the end or you may be asked to send your question to osamail@dpi.wi.gov or WIHelpdesk@datarecognitioncorp.com

Training Videos and Resources

District Technology Coordinators (DTC) and School Technology Coordinators (STC)

- Technology Training (6 videos)
- Technology User Guide

District Assessment Coordinators (DAC) and School Assessment Coordinators (SAC)

- Training video for DACs and SACs
- Test Administrator (TA) Training video

All resources are available on the DRC INSIGHT Portal and DPI website

- DRC INSIGHT Portal: My Applications > General Information > Documents
- DPI website: https://dpi.wi.gov/assessment/forward

Examples of Possible Questions

Test Administration Questions

1. How do we track testing status?
2. Who has permission to update accessibility features?
3. What do I do if I print test tickets and find an accessibility feature was not assigned?
4. Where can I find information about not-tested codes (NTCs)?
5. How do I transfer a student into or out of my district?

Technology Questions

1. What URLs need to be allowlisted?
2. Where can I find the Org Unit ID?
3. How can I check that my COS configuration and testing devices are ready for testing?
4. How can I determine if my testing devices are configured for Forward Exam testing, not just WIDA?
5. How can I ensure one-to-one testing devices are secure before and after testing?

Questions covered in January Q&A session

Test Administration Questions

1. What are the changes to Text-to-Speech (TTS)?
2. Where can I find information about what is new for 2024?
3. What do I need to do now to start preparing for testing?
4. Who should be entering accessibility features into the DRC INSIGHT Portal?
5. How do I confirm all students have accessibility features assigned prior to testing?
6. When can I start printing test tickets?

Technology Questions

1. What are some recommendations for preparing devices for testing?
2. Are COS Service Devices required?
3. Do testing devices and the COS Service Device need to have the same operating system?
4. How do I ensure COS Service Devices have the appropriate downloaded content?
5. Do I need to set up a new COS configuration or can I use the same one as last year? How can I change my COS Service Device or remove an old one?

Questions covered in February Q&A session

Test Administration Questions

1. Is it a requirement to use the Optional Add Accommodations window to enter student accessibility features?
2. When can I access the student data and make changes in the Portal?
3. Where can I find information about the new ELA short-write tasks?
4. Is it a requirement to test ELA in the first three weeks of the test window?
5. Should I remove students from test sessions if they will not be tested?

Technology Questions

1. What is new or updated for Technology system or network requirements that we should be aware of?
2. How do I test or check the environment before the test starts at my site(s)?
3. I'm getting a "COS-SD is out of date" error - how do I update my COS Service Device?
4. How do I know I have enough Service Devices and enough bandwidth to support the amount of concurrent testing we expect?
5. What is the System Readiness Check access code?

DRC Contact Information

Wisconsin Forward Help Desk
Technology Related Questions

DRC Customer Service

- Hours of Operation 7:00 am - 5:00 pm CST

- Phone (800) 459-6530

- Email: WIHelpdesk@datarecognitioncorp.com

DPI Contact Information

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Test Security and Choice students

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608-267-1069

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.

Questions

Send additional questions to Alison or Jennifer, or to osamail@dpi.wi.gov