

AN UPDATE FROM STATEWIDE TESTING – SEPTEMBER 13, 2017

QUICK LINKS	IMPORTANT DATES
<ul style="list-style-type: none"> • Reimbursement Request Deadline Friday • New DAC Orientation • Updated Assurance of Test Security and Non-Disclosure • Testing Calendar Requirements • Updating Contacts in MDE-ORG • Translations Available in the Minnesota Report Card • Longitudinal Reporting Focus Group • Science Simulation Pilot (repeat) • Upcoming Training Opportunities • Odds and Ends • Tech Update 	<p>Sept. 15: <i>Deadline to submit reimbursement requests in GRR</i></p>

Reimbursement Request Deadline Friday

This Friday, Sept. 15, is the deadline for requesting reimbursement for college entrance exams administered in the 2016–2017 school year. Districts use the Graduation Requirements Records (GRR) system to request reimbursement. Be sure to check the Reimbursement Reports, which refresh nightly, to ensure your requests were entered into the system correctly. For full details, use the [Graduation Requirements Records \(GRR\) User Guide](#) (MDE website > Districts, Schools and Educators > Business and Finance > Data Submissions > Graduation Requirements (GRR)).

Note: The Status Date should be the date the student took the assessment. If a district leaves this blank, it defaults to the date the request was made. If the request was made after Aug. 31, districts that left the Status Date blank inadvertently made a request for the 2017–2018 school year. In such cases, there would be no distribution of funds until the fall of 2018, and with recent legislative changes, the reimbursement could be significantly reduced.

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New DAC Orientation

MDE and Pearson are hosting a New DAC (District Assessment Coordinator) Orientation at various locations across the state. Though designed as an introduction for brand new DACs in their first year, relatively new DACs are also welcome to attend. MDE will present on the various roles of a DAC, Minnesota Assessments, relevant MDE systems, available resources, and training opportunities. Pearson will present on their systems, PearsonAccess Next and TestNav, and available reports.

Note: For those who cannot make it to an in-person training, there will be a webinar option provided at a later date. The orientation is a full day, so the webinar option will involve two half-day webinars. More information about the webinar will be included in a future *Assessment Update*.

Each session will be from 9 a.m.–3 p.m. with check in beginning at 8:30 a.m. A light breakfast and lunch will be provided. Register early as sessions will be cancelled if there are fewer than 10 registrants at a location.

DATE & REGISTRATION	LOCATION
Tuesday, Oct. 10 9 a.m.–3 p.m. Register for the St. Cloud orientation.	Courtyard – St. Cloud 5 th Ave. Room 404 West Germain St. St. Cloud, MN 56301
Wednesday, Oct. 11 9 a.m.–3 p.m. Register for the Mankato orientation.	Courtyard – Mankato Gallery C/D 901 Raintree Rd. Mankato, MN 56001
Thursday, Oct. 12 9 a.m.–3 p.m. Register for the Roseville orientation.	Minnesota Department of Education Conference Center B: Room CC-15 1500 Hwy 36 West Roseville, MN 55113

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Updated Assurance of Test Security and Non-Disclosure

The *Assurance of Test Security and Non-Disclosure* outlines the responsibility to keep test content secure and to ensure the integrity of test results. By signing it annually, staff assure that they understand these responsibilities and commit to fulfilling them as required by their role in test administration. The assurance has been updated for 2017–2018 to include the school year and expand information about staff's responsibility to cooperate with MDE and school officials in regards to test security, including monitoring visits, desk audits, and investigations.

As in past years, there are two formats available and the District Assessment Coordinator determines which format will be used:

- Online: The online version of this form will still be available in the Training Management System (TMS) but not as a stand-alone form. Instead, it will be embedded in the new Test Security Training, which will be available this fall and required for all staff. Additional information will be provided in a future *Assessment Update* before the training and the embedded online assurance are available.
- Paper: If your district tracks completion of the *Assurance of Test Security and Non-Disclosure* using a paper form, the updated form is available on the [Policies and Procedures page of PearsonAccess Next](#) (PearsonAccess Next > Resources & Training > Policies and Procedures). This updated form must be used and previous versions should be deleted.

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Testing Calendar Requirements

Districts were required to post specific testing calendar information prior to the first day of school on the district website; the information may also be posted on the school-level websites, if the district chooses. Districts may choose how to format the information, and it should be easily accessible to students and families. Grade- and school-specific information needs to be included. These requirements have not changed from last year. For more information, refer to the [2016–2017 Procedures Manual](#) (PearsonAccess Next > Resources & Training > Policies and Procedures).

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Updating Contacts in MDE-ORG

With the start of the new school year, please ensure that the contact information is correct and up-to-date in the [MDE-ORG system](#) (MDE website > Data Center > Schools and Organizations (MDE-ORG)). If your district has a new DAC, please sure this information is updated in MDE-ORG as soon as possible so that MDE can communicate with them about the upcoming New DAC Orientation.

All contact information in MDE-ORG is updated and maintained by the district's Site Verification Coordinator (SVC). You can look up the SVC for your district in MDE-ORG directly. If the SVC has any questions about the process, they can contact mde.school-verify@state.mn.us.

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Translations Available in the Minnesota Report Card

The [Minnesota Report Card](#) (MDE website > Data Center > Minnesota Report Card) now has much of the material available in Spanish, Somali, and Hmong. Use the Language Assistance feature in the upper right of the Minnesota Report Card screen.

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Longitudinal Reporting Focus Group

Pearson is seeking participants to take part in Longitudinal Reporting virtual focus groups this fall. Feedback from these short sessions will be used to improve user experience and inform future enhancement decisions. If you are interested, contact the Pearson help desk at (888) 817-8659 or [submit a Pearson help desk request](#).

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Science Simulation Pilot (repeat)

Pearson and MDE are looking for participants to help pilot a series of science simulations that collect “activity stream” data from student actions. If interested, contact Lauren Meyer at lauren.meyer@pearson.com.

- A minimum of 50 students in grade 5 and/or grade 8 are required for a district or school to participate.
- Students will test five simulations, provide feedback, and take a short traditional assessment.
- In conjunction with Pearson, teachers will schedule the simulations to fit in the curriculum, review the results for comparison to other assessments, and provide the end-of-year science assessment scores.
- Schools will need to provide devices that have the latest technical requirements for using TestNav.

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Upcoming Training Opportunities

2017 ACCESS for ELLs 2.0 Score Changes

On Sept. 20, WIDA will offer a webinar on the topic of 2017 score changes and address local needs related to accountability, planning, instruction, and test preparation. Registration is not required. View details on the [ACCESS for ELLs 2.0 Webinar Schedule](#) (wida.us > Assessment > ACCESS for ELLs 2.0 > Preparation & Training).

Interpreting ACCESS for ELLs 2.0 Score Reports

MDE and WIDA will host regional, in-person trainings for EL educators and coordinators that will examine score reports, identify their connection to the WIDA English Language Development Standards Framework, and describe how to use these reports as a tool to initiate discussion on instruction. Additionally, this training will:

- Explain the purpose of the ACCESS for ELLs 2.0 Summative Assessment.
- Identify the differences in the types of ACCESS for ELLs score reports and their uses.
- Describe considerations and methods for disseminating information contained in the score reports.
- Expose the academic language connection between score reports and WIDA Performance Definitions.
- Recognize how to use the score reports collaboratively to inform language development.

[Register for one of these trainings](#). Follow the link, and select a location at the bottom of the registration page.

DATE & REGISTRATION	LOCATION
Tuesday, Sept. 26 9 a.m.–3:30 p.m.	Minnesota Department of Education Conference Center B: Rooms CC-17/18 1500 Hwy 36 West Roseville, MN 55113
Wednesday, Sept. 27 9 a.m.–3:30 p.m.	Rasmussen College – Mankato Room 100 130 St. Andrews Dr. Mankato, MN 56001
Thursday, Sept. 28 9 a.m.–3:30 p.m.	Rasmussen College – St. Cloud Rooms 104 & 106 226 Park Ave. S St. Cloud, MN 56301

Note: There will not be an automatic confirmation email sent at the time of registration. MDE will send confirmation emails to registrants in mid-September.

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Odds and Ends

- Benchmark Reports Coming Soon:** The 2017 Benchmark Reports will be available on Sept. 18 under Reports > Published Reports. Use these reports to help identify relative benchmark performance compared to expected performance based on overall scores. The [2017 Benchmark Report User Guides](#) (PearsonAccess Next > Reporting Resources > Additional Reporting Resources) are now available.
- PearsonAccess Next Accounts:** For security purposes, PearsonAccess Next passwords automatically expire every 180 days. Users should follow the instructions in the auto-generated emails or select [Forgot Password](#) (minnesota.pearsonaccessnext.com > PearsonAccess Next). As a reminder, DACs must manage all accounts for their district, including creating new accounts. For more information, refer to the [PearsonAccess Next User Accounts Guide](#) (PearsonAccess Next > Resources & Training > User Guides > PearsonAccess Next Resources). Contact the Pearson help desk with any questions at (888) 817-8659 or [submit a Pearson help desk request](#).

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Tech Update

Device Toolkit Enhancement for ACCESS for ELLs and WIDA Screener

DRC recently enhanced the Device Toolkit, which is the interface used to manage and configure testing devices for WIDA Screener Online and ACCESS for ELLs 2.0 assessments. The [Device Toolkit Enhancements document](#) provides an overview of the changes and steps for using the new interface to configure your testing environment. In addition, WIDA and DRC have developed a [Device Toolkit Tutorial](#).

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STATEWIDE TESTING: MEASURING EDUCATIONAL PROGRESS IN MINNESOTA

Minnesota Department of Education

education.state.mn.us > Districts, Schools and Educators > Statewide Testing

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