Assessment Update

m1 DEPARTMENT OF EDUCATION

QUICK LINKS	IMPORTANT DATES
• Preparing for ACCESS/Alternate ACCESS • PearsonAccess Next: New DACs (1–2 years) • MDE Review of District Test Security Procedures • District Monitoring of Test Administration	**Jan. 9–March 24:** *Complete administration tasks in WIDA AMS*

Preparing for ACCESS/Alternate ACCESS

ACCESS/Alternate ACCESS Irregularities

The *ACCESS and Alternate ACCESS Irregularities* document is available on the Minnesota page of the WIDA website, under the Manuals, Guides and Test Materials expandable header. This irregularities document outlines some situations or misadministrations that may occur during ACCESS and Alternate ACCESS testing and which actions are needed, if any, by the district, MDE, or DRC.

Student Resources for ACCESS and Alternate ACCESS

Districts should develop a plan to determine what student resources are most applicable to prepare their students for ACCESS and Alternate ACCESS test administration. More specific information is on the Student Resources page.

Note: Students in grades 4–12 who will be writing their answers in a Writing Response Booklet must be familiar with receiving the prompt online and handwriting their answers.

Newly Enrolled Students

Districts must add newly enrolled or newly identified English learners directly into WIDA AMS. When adding students, ensure all student information entered matches MARSS, including student MARSS numbers in the field labeled State Student ID. To decrease discrepancies in Test WES during Posttest Editing, ensure correct date of birth and gender information are entered. If not entered correctly or not corrected during Posttest Editing, a student may not receive a score. Note that WIDA AMS will not require you to enter or prevent you from entering incorrect information.

If a student needs to test but did not receive a preprinted label, a District/School label must be used and the student's demographic information indicated on the test booklet in pencil. Both the front and back of the test booklet contain several student demographic information fields, but not all data fields are required. See page 175 of the *Procedures Manual*.

PearsonAccess Next: New DACs (1–2 years)

Pearson will provide a comprehensive overview of PearsonAccess Next for first and second year District Assessment Coordinators (DACs) on Feb. 7 from 1–3 p.m. Select this link to join the Feb. 7 PearsonAccess Next: New DACs (1-2 years) Training (passcode: 932348).

For MCA, the training will focus on viewing student data, viewing accommodations and linguistic supports, creating and managing test sessions, printing student testing tickets and session rosters, resuming student tests, and indicating test codes. For MTAS, the training will cover assigning teachers to student tests, entering LCI and student scores, indicating test codes, and score entry status reports.

This training will be recorded and posted to the Training Management System (TMS) on Friday, Feb. 17 (on the District Assessment Coordinator tab under Pearson Recorded Webinars).

MDE Review of District Test Security Procedures

The Test Security and Data Integrity program recently conducted its annual audit of district level test security procedures. Overall the procedures continue to improve each year as does the rate of districts that choose to use the procedure template found on the Policies and Procedures page of the PearsonAccess Next website. In terms of common areas to improve upon, the most common identified issues were:

- Policies and procedures need to include all statewide assessment types as applicable.

- If you are not using the template, make sure all required components are included such as how honesty and integrity are discussed with students, your plan for tracking all students and adults who are present in the testing room, and your plan for ensuring all students who are identified for general/linguistic supports and/or accommodations are offered these.

- Ensuring your assessment calendar is posted by the beginning of the school year and that it includes all required calendar information as well as all required supplementary information described in Appendix B of the *Procedures Manual*.

District Monitoring of Test Administration

MDE requires District and School Assessment Coordinators (or any of their designated, trained staff) to conduct random, unannounced observations of testing rooms to confirm adherence to state and district policies and procedures by Test Administrators, Test Monitors, and other staff. This requirement applies to both ACCESS and MCA administrations. Similar observations can be conducted for other aspects of test administration, like inventorying and organizing secure test materials, distributing test materials on the day of testing, and preparing technology for online testing. Districts can develop their own monitoring list or use the *Minnesota Statewide Assessments Monitoring List* in Appendix C of the *Procedures Manual*, as needed. It is up to the district to determine how many schools and testing rooms to observe.

Monitoring of individual administrations (Kindergarten ACCESS, Alternate ACCESS, and MTAS) is not required, but districts may include them in applicable portions of their monitoring, if desired.

Back to Top