Assessment Update

DEPARTMENT OF EDUCATION

October Q&A Session: DAC Roles and Yearly Overview

MDE will host the first monthly virtual Q&A session for DACs on Tuesday, Oct. 24, from 2–3 p.m. New and experienced DACs are welcome to attend. Register for the October Q&A Session. Details for joining are provided once participants register.

The prerequisites for this Q&A session are the following chapters of the *Procedures Manual*:

- Chapter 2: Overview of Statewide Assessments

- Chapter 3: Roles and Responsibilities for Testing

- Chapter 5: Responsible and Ethical Practices to Maintain Test Security and Test Score Integrity

MDE collects questions from DACs prior to the event to help prepare and find relevant resources to share. After reading the chapters, submit questions for the October DAC Q&A Session. Q&A Sessions will not be recorded nor will CEUs be provided as these are an additional support rather than a training event.

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New DAC Orientation Recap

Thank you to all the DACs who participated in the in-person or virtual training sessions of New DAC Orientation. Handouts and resources from this training are available of the DAC Training Site.

Note: Recorded sessions of New DAC Orientation will be posted in the Learning Management System (LMS) in the DAC catalog on Friday, Oct. 13, for DACs who were unable to attend either the in-person or virtual training.

Required Distribution of Individual Student Reports

Individual Student Reports (ISRs) must be provided to parents/guardians no later than Dec. 1.

Each district decides if the paper copies of reports are distributed or if electronic versions are provided (such as through a secure parent/guardian portal). If provided electronically, the final version from WIDA AMS or PearsonAccess Next must be used, and any paper reports received must be securely disposed of if not distributing them.

Districts determine how to distribute ISRs following best practices for data privacy. Regardless of how reports are distributed, districts should consider how to provide families with information (for example with a letter or flyer, or in discussions at conferences) about how the results are used in the context of other district and school information. More information on ISRs and their distribution is available in Chapter 11 of the *Procedures Manual*.

Note: Video ISRs (MCA/MTAS only) are available as a resource (see below). Remember that the video is a resource to supplement the information in the ISR, but it does not replace it. All students receive a paper/electronic ISR, but not all students receive a video ISR.

Video ISRs

Personalized video ISRs for student MCA and MTAS assessment results were provided in late August when final results were reported. These videos include an overview of the assessment and the student's performance in each subject taken, as well as their performance related to the school, district and state averages. In addition to English, video ISRs may be available in a home language based on student enrollment data, if specified (Amharic, Arabic, Chinese, Hmong, Karen, Oromo, Russian, Somali, Spanish, and Vietnamese).

Parents/guardians can access video ISRs through scanning the QR code on the ISR with a smart device or by contacting their student's school for a link to access the video report. Video ISR hyperlinks for each student are available to districts in a spreadsheet posted under Published Reports in PearsonAccess Next. For more information, refer to the Video ISR FAQs on the PearsonAccess Next website.

Test Security Procedure Audit

Districts selected for the test security procedure audit received email notification this week. The Test Security and Data Integrity program sent these emails to the District Assessment Coordinators and Superintendents/Directors currently listed in MDE-ORG. As a reminder, all districts are expected to have and maintain internal test security procedures that align with requirements in the *Procedures Manual*. Further information on these requirements can be found in Chapter 5 and Appendix B of the *Procedures Manual*.

MDE also highly recommends that districts use the test security procedure template available on the Policies and Procedures page on the PearsonAccess Next website. This template was updated for the 2023–24 school year. Districts that use the template have been shown to be more likely to align with all the requirements for test security procedure audit. Even if your district did not receive an email notifying you of this audit, please make sure to review the requirements listed in Appendix B and ensure your internal test security procedures are up to date.

Updated WIDA AMS User Guide

The WIDA AMS User Guide has been updated to include additional information regarding the Published Reports section of the Reporting Services application. Published Reports, available in November 2023, will include full files of ACCESS for ELLs and WIDA Alternate ACCESS Individual Student Reports, frequency and roster reports, the district student response file, and the Secure Material Tracking Report (SMTR). Locate the updated WIDA AMS User Guide in the WIDA Secure Portal, or in WIDA AMS under My Applications > General Information > Documents.

MDE Employment Opportunity: Literacy Data Specialist (repeat)

The Data Practices and Analytics division is currently seeking a Literacy Data Specialist to support the Literacy Unit with high quality, accurate, relevant, and timely data collection and quantitative analyses.

If you are interested (or know someone who may be interested) in a new and challenging opportunity, consult the position description and application instructions on the State of Minnesota Careers website. The Job ID is 69877, and the posting is open until Oct. 19. Visit the State of Minnesota Careers website for more information and to apply.

Upcoming Opportunities

Learning Management System (LMS) Office Hours

Pearson will hold office hours with District Assessment Coordinators (DACs) to review the LMS and answer DAC questions. Prior to the office hours, please review the available resources and practice navigating through the system. For additional questions, please enter questions in this online form which will be reviewed during the call. Note: Due to MEA and many schools being closed on Thursday, Oct. 19, that office hours session is rescheduled for Thursday, Oct. 26.

DATE AND TIME	TOPIC	REGISTRATION LINK
Thursday, Oct. 12 10–11 a.m.	**LMS Office Hour #2:** Questions from LMS Q&A form, badges, running reports, Q&A	Register for LMS Office Hour #2
Thursday, Oct. 26 10–11 a.m.	**LMS Office Hour #3:** Questions from LMS Q&A form, marking learners complete, running reports, Q&A	Register for LMS Office Hour #3

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ACADEMIC STANDARDS, INSTRUCTION AND ASSESSMENT

Minnesota Department of Education

education.mn.gov > District, Schools and Educators > Teaching and Learning > Statewide Testing

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