DEPARTMENT OF EDUCATION

Assessment Update

QUICK LINKS	IMPORTANT DATES
- Register for In-Person Training by Thursday - MCA Testing Directions - MTAS Manual and Forms - Submitting Security Violations to MDE - Spring 2023 MCA Infrastructure Readiness Checklist - Upcoming Opportunities - Odds and Ends - Tech Update	**Nov. 28–Dec. 16:** *Indicate the number of online testers for grades 1–12 and order test materials during Materials Ordering in the WIDA Assessment Management System (WIDA AMS)*

Register for In-Person Training by Thursday

While registration will remain open, if you plan to attend the DAC Test Administration Training in person, please register for that session by this Thursday. Full details and links for both the in-person and virtual sessions are included in Upcoming Opportunities below.

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MCA Testing Directions

In order to ensure fairness and equity, and for assessment results to reflect what Minnesota students know and can do, the administration of the statewide assessments should be as standardized as possible, both between schools within districts and between districts throughout the state. For this reason, it is imperative that all Test Monitors are familiar with and use the applicable directions throughout test administration, especially any scripted instruction that must be read to students.

For MCA, there are two versions of the MCA Testing Directions, *Testing Directions: Online* for online administrations and *Testing Directions: Paper* for paper administrations. Both versions will be posted on the Testing Directions page of the PearsonAccess Next website on Friday, Dec. 9. The testing directions will be also available in Hmong, Somali, and Spanish in late January for Test Monitors to provide translated directions to

students who need this linguistic support (Note: Only the portions read aloud to the student are translated.) The *Testing Directions: Paper* are also included along with the initial test materials shipment (if paper test materials are sent) and available in additional orders. The *Testing Directions: Online* are only available in additional orders (at a quantity of one copy per every 30 students).

The *Testing Schedules* section of each *Testing Directions* provides the number of items in each group/section that can be used for scheduling testing across multiple days so that Test Monitors know where students should stop testing. This information is not available in the *Procedures Manual* as it is not available until after the manual is published. **New for 2022–23:** Estimated times have been removed from the *Testing Directions* as testing schedules are set by each district. They are still available in the *Procedures Manual* (beginning on page 137), along with the Estimated Time to Impact Performance information so that DACs have the flexibility to use the information and communicate information on time as needed based on how schedules are set.

MTAS Manual and Forms

The *MTAS Task Administration Manual*, *Learner Characteristics Inventory (LCI)*, and an updated *Data Collection Form* are available on the User Guides page on the PearsonAccess Next website. The *MTAS Data Entry User Guide* will be posted in early February.

New for 2022–23: The LCI and Data Collection Form are now perforated in the printed Task Administration Manual for ease of use during administration and to help ensure that these forms are removed before materials are returned to Pearson. These documents contain private student data and must be kept in a secure location. Once data has been entered in PearsonAccess Next, these documents are kept on file at the school for one year after the end of the academic school year in which testing took place.

Submitting Security Violations to MDE

Starting this week, the Test WES system where districts have submitted and viewed Test Security Notifications will receive a few updates. The system is now called the Assessment Security Records system, and districts will continue to log into Test WES to submit a test security violation report by selecting "Assessment Security Records" in the left Dashboard menu. The entry fields that a district must complete to describe the violation remain the same.

In the future, MDE will use the Assessment Security Record system to provide information to districts, such as monitoring visit data, desk audit results, and MTAS scoring audits. A revised help document will be posted to the Test WES page of the MDE website in December.

Spring 2023 MCA Infrastructure Readiness Checklist

Consult the Tech Update section below for information about the spring 2023 MCA Infrastructure Readiness Checklist.

Upcoming Opportunities

DAC Test Administration Training

In December, MDE will provide the Test Administration Training for all DACs. This training will focus on new and clarified information from the *Procedures Manual* for the 2022–23 school year.

MDE is offering this training in three formats: an in-person training event at a metro location, a live virtual training, and a pre-recorded training that will be posted in the Training Management System (TMS), on the District Assessment Coordinator tab under MDE Recorded Webinars, on Dec. 16. MDE recommends that DACs attend either the in-person or virtual sessions, if possible, as they will include opportunities to collaborate with other DACs from across the state.

The Test Administration Training is required for all DACs in order to prepare for spring testing; all DACs must complete this training. Participation will be automatically indicated in the TMS following the in-person and virtual training events. Please note that participants must complete 80% of the in-person or virtual training to get credit. For those who view the recording, their participation will appear in the TMS upon completion of the entire training.

Registration links are in the following table. Please note: MDE aims to deliver our presentations in a way that will be accessible for our participants. If you anticipate needing accommodations, contact mde.testing@state.mn.us. MDE requests a two-week advance notice to provide accommodations and 48-hour notice to cancel them. If the request comes within two weeks of the event, MDE will still make an effort to provide the accommodation.

FORMAT	DATE AND TIME	REGISTRATION LINK
In Person	Tuesday, Dec. 13 1–4 p.m. Delta Hotels by Marriot Minneapolis Northeast Minneapolis Ballroom 1330 Industrial Boulevard Northeast Minneapolis, MN 55413	Register for In-Person Training

FORMAT	DATE AND TIME	REGISTRATION LINK
Virtual	Wednesday, Dec. 14 1–4 p.m.	Register for Virtual Training

December Q&A Session: Test Preparation

Our December Q&A Session will be on Thursday, Dec. 15, from 2–3 p.m. and will focus on test administration and answering questions based on the Test Administration Training. Register for the December Q&A Session. Details for joining are provided once participants register.

The requested prerequisite for the December Q&A session is participation in either the in-person or virtual Test Administration Training on either Dec. 13 or Dec. 14. Questions for this Q&A will be collected at the end of the in-person and virtual sessions. DACs who are unable to attend either of these sessions (and who will watch the recording) are still welcome to attend. Q&A Sessions will not be recorded nor will CEUs be provided as these are an additional support rather than a training event.

ACCESS/Alternate ACCESS Training

WIDA and DRC will be hosting the following webinars in December:

- During Testing: Managing Test Materials for ACCESS Paper, Kindergarten ACCESS, and Alternate ACCESS: Thursday, Dec. 8 at 1–2 p.m.

- During Testing: Managing Students in WIDA AMS for ACCESS Paper, Kindergarten ACCESS, and Alternate ACCESS: Tuesday, Dec. 13 at 1–2 p.m.

More information, including the webinar link, can be found in the WIDA Secure Portal on the Webinars page.

New DAC Pearson Basics Training (1–2 years)

Pearson will provide an overview of its systems for new District Assessment Coordinators (DACs) in their first or second year. The training will focus on user management and preliminary reports in PearsonAccess Next, as well as the Training Management System (TMS). A recording of the training will be posted to the Training Management System (TMS) on Friday, Dec. 16 (on the District Assessment Coordinator tab under Pearson Recorded Webinars).

To prepare for the training, the *User Management in PearsonAccess Next* and *Training Management System* short video trainings are posted to the Training Management System (TMS) for review (on the District Assessment Coordinator tab under Pearson Video Trainings).

The table below contains the webinar training topic, high-level agenda, format, and dates and times. No registration is required. Select the hyperlink and enter the passcode to join the meeting.

TRAINING AND TOPIC	TRAINING FORMAT	DATE AND TIME	MEETING LINK
New DAC Pearson Basics Training (1–2 years) Overview of Pearson's systems, including user management and preliminary reports in PearsonAccess Next, and the Training Management System (TMS).	Live Webinar	Thursday, Dec. 8 2–3:30 p.m.	Select this link to join the webinar on Dec. 8. Passcode: 216738

Odds and Ends

Virginie Sanchez, who answers the majority of the phone calls and emails districts have about testing, will be out of the office until Dec. 13. During this time, other assessment staff will be answering questions from districts sent to mde.testing@state.mn.us, and you may see a delayed response time.

Tech Update

Spring 2023 MCA Infrastructure Readiness Checklist

The *Infrastructure Readiness Checklist* is now available on the Technology page of PearsonAccess Next to assist districts and schools with preparation for online MCA testing. This checklist provides steps to help create a successful testing experience for schools and students while administering the online MCA. To limit test day technical issues, technology staff should perform the tasks outlined in the Infrastructure Readiness Checklist according to the recommended timelines.

While District Assessment Coordinators (DACs) are the primary recipients of information about test administration, it is important for DACs and technology staff to develop a communication plan for sharing information needed for online infrastructure setup, maintenance, and troubleshooting. If you have any questions about online testing infrastructure setup, please contact the Pearson help desk at 888-817-8659 or submit a Pearson help desk request. In addition to the Pearson help desk, you may also utilize Pearson's Technology Office Hours and schedule a one-on-one virtual session with a technology field engineer to talk through specific setup instructions or discuss other challenges or questions.

Recommendations for Proctor Cache and Secondary Save Location

MDE and Pearson no longer recommend proctor caching for online MCA testing. **New for 2022–23**: Pearson and MDE no longer recommend designating a secondary save location in the TestNav Configuration in PearsonAccess Next. Because TestNav receives each student response, there is no need to designate a secondary save location. All steps for setting up proctor cache and secondary save location are in Appendix A of the checklist for reference if your district will continue to use proctor caching and/or use secondary save locations. Information in this checklist reflects preparing for online testing without proctor caching and without the secondary save location.

If you want to discuss testing without proctor cache and/or secondary save locations, please schedule a Technology Office Hours virtual session to speak with a Pearson Field Engineering Specialist.

ACADEMIC STANDARDS, INSTRUCTION AND ASSESSMENT

Minnesota Department of Education

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

If you have any questions or want to unsubscribe, please send an email to mde.testing@state.mn.us.