DEPARTMENT OF EDUCATION

Assessment Update

QUICK LINKS

- Procedures Manual for 2022–23

- Benchmark Achievement Level Descriptors on Testing 1, 2, 3

- 2022–23 College Entrance Exam Requirement

- Central Office Services Service Device (COS-SD) Update

- October Tech WIDA Q&A Webinars

- Odds and Ends

- Upcoming Opportunities

- Tech Update

Procedures Manual for 2022–23

The *2022–23 Procedures Manual for Minnesota Statewide Assessments* will be posted on the Policies and Procedures page of PearsonAccess Next on Sept. 30 The *Procedures Manual* has been prepared for DACs, administrators, and others with a role in administering statewide assessments. It provides the MDE's policies and procedures for implementing statewide assessments and using the results in your district or charter school.

There are a variety of ways to use the manual:

- Keep an electronic copy on your computer and make frequent use of the Find function (Ctrl + F, Command + F).

- Review the "What's New" list in Chapter 1 and use the "New!" and "Info!" symbols to search for information that is new or clarified for this year.

- Print some of the lists to use as checklists.

- Refer to the *Important Dates* in the front of the manual to schedule testing in your district and make sure you do not miss an important task.

- Provide specific chapters to district and school staff (for example, special education staff or English learner staff), as needed.

When DACs have questions or need clarification about anything in the *Procedures Manual*, they can contact MDE at mde.testing@state.mn.us.

Note: For new DACs, MDE will discuss how to use the *Procedures Manual* as a reference and suggest ways to break up the content throughout the school year during New DAC Orientation.

Benchmark Achievement Level Descriptors on Testing 1, 2, 3

The Benchmark Achievement Level Descriptor (Benchmark ALD) documents posted on the Success Criteria page of the Testing 1, 2, 3 website have been updated so that links to released MCA items in the documents are directed to the new Minnesota Questions Tool (MQT). As part of this update, additional items in Mathematics and Reading MCA were released in MQT and linked into the Benchmark ALD documents.

A training module is available on the same webpage to learn how to use the Benchmark ALDs to evaluate the rigor of classroom assessments and instructional materials.

If you have used these documents in the past, the new document may not be loading properly when you click on the link for grade 3 math and reading. If you are experiencing this error, you need to either clear the history from your browser or clear the cache in your browser when you visit the page.

2022–23 College Entrance Exam Requirement

As in past years, districts are required to offer a nationally recognized college entrance exam (ACT or SAT) to grades 11 and 12 students during a 2022–23 school day. Districts must enter into a contract directly with the test vendor. As of the 2021–22 school year, College Board no longer offers the SAT with Essay. While a district may offer other assessment options to students at their discretion (for example, ASVAB or ACCUPLACER), a college entrance exam must still be offered. The requirements for offering a college entrance exam have not changed and are detailed in the *Procedures Manual*. More information about ACT and College Board is included below.

ACT

- View administration information, Free/Reduced Lunch Program (FRLP) pricing structure, and key testing dates and deadlines on the ACT District Testing page of the ACT website.

- Districts will need to provide ACT the percentage of students who are eligible for free or reduced-priced meals to determine if the district will get a reduced price from ACT.

- Contact Jeremy Willey, Minnesota Account Executive, at Jeremy.Willey@act.org or 612-940-3441 with any questions or concerns. Jeremy will be able to get your unique link to register.

College Board

- View administration information on the [SAT School Day](#) page of the College Board website.

- Additional information about the deadlines for registration are on the [SAT Timeline to Test Day](#) page.

- Contact Andy Houpt at [ahoupt@collegeboard.org](#) with any questions.

Central Office Services Service Device (COS-SD) Update

Refer to the [Tech Update](#) section below for more information related to ACCESS online testing.

October Tech WIDA Q&A Webinars

Refer to the [Tech Update](#) section below for more information.

Odds and Ends

Pearson Resources

As announced in last year's *Procedures Manual,* Pearson's Perspective website will be retired in December 2022. Learning Locators were provided on the 2021–22 preliminary and final reports.

Note: WriteToLearn, another Pearson resource has been retired.

Upcoming Opportunities

New DAC Orientation: Registration

Refer to the Sept. 21 *Assessment Update* posted on the [Assessment Update](#) page of the PearsonAccess Next website for detailed information on the New DAC Orientation.

The New DAC Orientation will be led by MDE and Pearson and will provide an overview of the various roles and responsibilities of a DAC, the statewide assessments administered in Minnesota, relevant MDE and WIDA systems, available resources, and future training opportunities. Pearson will provide information on Pearson systems and available resources. While designed as an introduction for new DACs in their first or second year, other relatively new DACs are also welcome to attend.

New DACs are encouraged to review the *New District Assessment Coordinators: Getting Access* document posted on the District Resources page of the MDE website (under the District Assessment Coordinator Resources expandable header) prior to attending the New DAC orientation.

The orientation is available in three formats: in-person training, live virtual training sessions, and pre-recorded trainings.

Registration

Registration links are in the following table. Contact mde.testing@state.mn.us to request a reasonable accommodation to participate in this event. 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	Thursday, Oct. 6, 2022 9–3:30 p.m. Delta Hotels by Marriot Minneapolis Northeast Minneapolis Ballroom 1330 Industrial Boulevard Northeast Minneapolis, MN 55413	Register for In-Person Training
Virtual (Plan on attending all three sessions)	Session 1: Tuesday, Oct. 11, 2022 9–11 a.m. Session 2: Wednesday, Oct. 12, 2022 9–11 a.m. Session 3: Thursday, Oct. 13, 2022 9–11 a.m.	Register for Virtual Trainings Note: the same link is used for all three session for convenience. You only need to register once.

Apply to be a MTAS Field Auditor

Each year, MDE employs Field Auditors to observe MTAS administrations in selected schools around the state and to gather evidence to evaluate the validity and reliability of the assessment. MTAS Field Auditors serve as evidence-gatherers; their job is to obtain evidence that will determine 1) the extent to which the training of the administration was properly implemented and 2) the consistency of the administration for students across the state. For 2022–23, MDE is looking for auditors to do between 8–10 days of work from February–May.

MTAS Field Auditors must be able to travel within an approximate 100-mile radius of their home area. This year, MDE is especially seeking auditors who can serve the regions of Sartell, Rochester, and the Twin Cities Metro.

Field auditors must have these minimum qualifications:

- Current or retired educator or administrator, with licensure in Minnesota

- Experience working with students with disabilities in an educational setting

- Three years of classroom experience

If you or one of your peers may be interested in learning more about this contract work, an application to become an MTAS Field Auditor as well as details on compensation, schedule and tasks can be requested by emailing: alt.assessment.mde@state.mn.us.

Tech Update

Central Office Services Service Device (COS-SD) Update

In preparation for ACCESS online testing this year, there will be an update to the COS Service Device (COS-SD) tomorrow evening, Sept. 29.

- Devices connected to the Internet and left on overnight will automatically receive this update to version 6.2.

- Devices that are not left on overnight, or do not automatically update, can continue to be used to support student testing. These devices can be manually updated using the WIDA AMS Central Office Services application.

This update is designed to enhance the logging capabilities of the COS-SD. This will allow DRC to better investigate issues and will remove the need for site intervention to get access to the logs. Please contact DRC Customer Support at wida@datarecognitioncorp.com or 855-787-9615 with any questions or concerns.

October Tech WIDA Q&A Webinars

Please join WIDA and DRC to learn about the following topics. No registration required, use the links below to join each webinar.

- Pre-Testing: Software Updates and Tech Readiness Checklist: Oct. 4, 1–2 p.m. Join the Software Updates and Tech Readiness checklist webinar.

- Pre-Testing: Technology Installations Part 1: Oct. 11, 1–2 p.m. Join the Technology Installations Part 1 webinar.

- Pre-Testing: Technology Installations Part 2: Oct. 13, 1–2 p.m. Join the Technology Installations Part 2 webinar.