

AN UPDATE FROM ACADEMIC STANDARDS, INSTRUCTION AND ASSESSMENT—JAN. 4, 2023

QUICK LINKS	IMPORTANT DATES
<ul style="list-style-type: none"> • MDE DAC Test Administration Training Participation • Pearson DAC Test Administration Training • Pearson Technology Coordinator Training (Live) • MTAS Administration 2023 Informational Meeting • Upcoming Opportunities • Tech Update 	<p>Jan. 9: Start completing administration tasks in WIDA AMS.</p>

MDE DAC Test Administration Training Participation

Each year, MDE provides DAC Test Administration Training to prepare DACs for the upcoming test administrations. All DACs are required to participate in the MDE webinar or view the recording posted to the [Training Management System \(TMS\)](#) (on the Districts Assessment Coordinator tab under MDE Recorded Webinars). DACs who attended the virtual training (on either Dec. 14 or Dec. 20) will have a completed training listed on their record of completed training in the TMS by Jan. 6. For those viewing the recording, participation will appear upon completion.

Note: In order to be considered as participating in the MDE webinar, participants must have attended at least 80% of the webinar. If you attended the webinar but were unable to be there for the entire time, view the recording to document completion.

[Back to Top](#)

Pearson DAC Test Administration Training

Pearson will provide an overview of changes to its systems for all District Assessment Coordinators (DACs) on Jan. 12 from 9–11:30 a.m. [Join the Jan. 12 Pearson DAC Test Administration Training](#) (passcode: 711848). Registration is not required.

The training will focus on changes to PearsonAccess Next, TestNav, the Training Management System, and reporting for the MCA and MTAS 2023 administrations. A recording will be posted to the [Training Management System \(TMS\)](#) on Jan. 20 (on the District Assessment Coordinator tab under Pearson Recorded Webinars).

[Back to Top](#)

Pearson Technology Coordinator Training (Live)

Refer to the [Tech Update](#) section below for detailed information and the link to the Pearson Technology Coordinator training.

[Back to Top](#)

MTAS Administration 2023 Informational Meeting

The Academic Standards, Instruction, and Assessment Division will host informational meetings in January for MTAS Test Administrators and special education staff to share upcoming changes to the MTAS in the spring of 2023. While this information will also be included in the required training materials for MTAS administration, this event will highlight some MTAS test administration changes and show a sample of new reading and science field test tasks that are included in a portion of the assessment. Test Administrators and other district staff involved in administering the MTAS are encouraged to attend so they are prepared for the changes, are familiar with the new reading and science tasks, and can have their questions answered. **Note: This meeting does not replace the required MTAS Test Administrator trainings that will be available on the Training Management System (TMS).**

If you are interested in attending one of the MTAS Administration 2023 Informational Meetings, register below. Both events cover the same information, so you only need to select one date to attend.

- Jan. 19, 10–11 a.m. [Register for the Jan. 19 meeting](#)
- Jan. 24, 3:30–4:30 p.m. [Register for the Jan. 24 meeting](#)

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.

A recording of the informational meeting will be available at a later date. Look for information in an upcoming *Assessment Update*.

[Back to Top](#)

Upcoming Opportunities

January Q&A: Preparing for Test Administration

MDE will host a virtual Q&A session for DACs on Tuesday, Jan. 10, from 2–3 p.m. and will focus on test administration and student participation. New and experienced DACs are welcome to attend. [Register for the January Q&A Session](#). Details for joining are provided once participants register.

The prerequisites for the January Q&A session are the following chapters of the [Procedures Manual](#):

- Chapter 8: Test Administration
- Chapter 9: Student Participation and Student in Special Circumstances and Situations

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 January 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.

[Back to Top](#)

Tech Update

Pearson Technology Coordinator Training (Live)

Pearson will provide a live training on Jan. 10 from 1–2:30 p.m. to support technology staff in preparation for the 2023 Minnesota Comprehensive Assessment (MCA) online test administration. [Join the Jan. 10 Technology Coordinator Training \(Live\) Training](#) (passcode: 943156). Registration is not required.

The training will review infrastructure readiness steps and resources, TestNav overview and updates, hardware and software requirements for testing devices, and troubleshooting issues. Refer to the *Upcoming Technology Trainings* document posted on the [Technology](#) page of the PearsonAccess Next website (under the Additional Technology Resources section) for more details. A recording will be posted to the [Training Management System \(TMS\)](#) on Jan. 20 (on the Technology Staff tab under Pearson Recorded Webinars).

To prepare for the training, new staff can view the *New Technology Coordinator Training (1-2 years)* video training posted to the TMS for review (on the Technology Staff tab under Pearson Recorded Webinars).

[Back to Top](#)

ACADEMIC STANDARDS, INSTRUCTION AND ASSESSMENT

Minnesota Department of Education

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