

AN UPDATE FROM ACADEMIC STANDARDS, INSTRUCTION AND ASSESSMENT—JANUARY 05, 2022

QUICK LINKS	IMPORTANT DATES
<ul style="list-style-type: none"> • Verifying Shipping Addresses in MDE-ORG by Jan. 21 • Medical Excuse Test Code • DAC Test Administration Training Participation • Preparing for ACCESS and Alternate ACCESS • Required Trainings for MCA Test Monitors • MCA Testing Directions • MTAS Administration 2022 and New Science Tasks Informational Meeting (Repeat) • Pearson District Technology Coordinator Training • TestNav Outage • Upcoming Opportunities • Tech Update 	<p>Nov. 29: Pretest Editing opened in Test WES</p>

Verifying Shipping Addresses in MDE-ORG by Jan. 21

Districts choose whether MCA and MTAS test materials will be shipped to the district or individual schools under District Options during Pretest Editing in Test WES. All addresses used to ship test materials will be populated from [MDE-ORG](#) and districts should verify the shipping addresses in MDE-ORG as needed.

- The Assessment Shipping address is a separate field in MDE-ORG that allows districts and schools to indicate a specific address where they would like test materials shipped at both the district and school levels.
- If there is no Assessment Shipping address present in MDE-ORG, the Location: Physical address will be used; if no Location: Physical address exists, the Mailing address will be used (but updates may be required as test materials cannot be shipped to P.O. boxes).

- If the Location: Physical address is the correct address to ship test materials, then a separate Assessment Shipping address does not need to be added for the district and/or each school.

If updates are needed in MDE-ORG, the district's Site Verification Coordinator must make changes in the [MDE District and School Site Verification system](#).

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Medical Excuse Test Code

Medical Excuse Definition

There may be circumstances when a student cannot participate in statewide assessments (ACCESS/Alternate ACCESS, MCA/MTAS) due to a significant medical emergency. A medical emergency is defined as a debilitating onset of a severe or life-threatening physical or mental illness, infection, injury, disease, and/or emotional trauma that meets all of the criteria listed on page 196 of the [Procedures Manual](#). If a student is unable to take the test because of a medical emergency, the district indicates the Medical Excuse (ME) test code for the student.

A medical emergency is different from a medical condition. A medical emergency is a short-term circumstance that directly interferes with a student's ability to participate in testing where no alternate arrangements can be made, or appropriate supports provided to assess the student. An ongoing medical condition, unlike a medical emergency, is a situation in which a school and/or district is providing instruction and the student should be tested with any supports or accommodations for which the student may be eligible. A student who has an IEP or 504 plan due to a medical condition is still expected to participate in the applicable standards-based and English language proficiency accountability assessments, unless the criteria for medical excuse apply.

MDE Review of Medical Excuse Documentation

Beginning this year, MDE will request copies of the documentation kept when the ME test code is indicated (i.e., documentation from the licensed medical professional indicating that the student could not test). A sample form is available in Appendix A of the *Procedures Manual* and can be provided to the medical professional; this form is not required, however.

A review of ME documentation will be conducted on a random sample of schools, and it will examine the decision-making process the district used to indicate the ME test code. In order to confirm that the rationale used for determining if the ME test code is appropriate, information about the process will need to be provided along with all related documentation. The rubric MDE will use to evaluate ME documentation is included in the Appendix C of the *Procedures Manual*. In preparation for future audits of this documentation, DACs should review the requirements for documentation and the rubric to ensure appropriate documentation is collected for any ME test codes that will be indicated for Spring 2022.

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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 webinar (on Dec. 14) now have a completed training listed on their record of completed training in the TMS. 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%. This is required in order to ensure DACs have received all of the information needed. If you attended the webinar but were unable to be there for the entire time, view the recording to document completion.

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Preparing for ACCESS and Alternate ACCESS

The *ACCESS and Alternate ACCESS Irregularities 2021–22* 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.

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Required Trainings for MCA Test Monitors

The *MCA Test Monitor* course available in the [Training Management System \(TMS\)](#) includes three trainings. The *Administering the MCA* training (on the Test Monitor tab) has been redesigned to follow the [Testing Directions: Online and Paper](#) more closely and will be posted on Friday, Jan. 7. This training includes three options and Test Monitors must select the one option that best fits their role in order to complete the training: administering online assessments only, administering paper assessments only, or administering both paper and online assessments.

The *MCA Test Monitor* course must be completed each school year and is in addition to any district-provided trainings or resources. Detailed information on training requirements is available in Chapter 7 of the [Procedures Manual](#), starting on page 156.

Note: MTAS Test Administrator trainings will be posted to the Training Management System (TMS) at the end of January as additional information about the new Science MTAS tasks needs to be added this year.

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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 Administrators and 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, Jan. 7. The testing directions will be also available in Hmong, Somali, and Spanish later in 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 *Estimated Test Administration Times and Scheduling Testing* section of each *Testing Directions* provide detailed versions of the estimated test administration times tables separated by subject; for online MCA, this detailed information was not available at the time the *Procedures Manual* was published. **New for 2021–22:** For online Mathematics MCA, the estimated test administration times tables have been updated to include the number of items by group. However, this information does not need to be used for scheduling. Students may stop testing at any item.

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MTAS Administration 2022 and New Science Tasks Informational Meeting (Repeat)

MDE will be hosting an informational meeting in January for MTAS Test Administrators and Special Education staff related to upcoming changes to the MTAS in the spring of 2022. 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 science 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 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) in late January.**

Register for one of the MTAS Administration 2022 and New Science Tasks informational meetings below. Both events cover the same information, so please select one date to attend.

- Jan. 13 from 3:30–4:30 p.m. [Register for the Jan. 13 meeting](#)

- Jan. 19 from 10–11 a.m. [Register for the Jan. 19 meeting](#)

Contact mde.testing@state.mn.us to request accommodations to participate in this event. Note: MDE requires a two-week advance notice to provide accommodations and 48-hour notice to cancel the request.

A recording of the informational meeting will be available at a later date, which will be communicated in an upcoming *Assessment Update*.

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Pearson District Technology Coordinator Training

Pearson will host a District Technology Coordinator Training on Jan. 11 from 1–2:30 pm. Refer to the [Tech Update](#) section below for more details.

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TestNav Outage

In preparation for MCA testing, Pearson will be updating TestNav on Tuesday, Jan. 11, between 7–11 p.m. Refer to the [Tech Update](#) section below for more details.

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Upcoming Opportunities

ACCESS 21–22 Technology Webinar - Technology Troubleshooting

DRC and WIDA will be hosting a Technology Troubleshooting webinar for District Technology Coordinators tomorrow, Jan. 6. Refer to the [Tech Update](#) section below for more details.

January New DAC Q&A: Registration

The January MDE Q&A webinar for New DACs will be held on Tuesday, Jan. 11, from 2–3 pm. [Register for the January New DAC Q&A Webinar](#). Details for joining the webinar will be provided once participants register. Experienced DACs are also welcome to attend.

The prerequisites for this webinar are Chapters 8 and 9 of the [Procedures Manual](#).

MDE uses questions from new DACs to prepare for the webinar. After reading the chapters, [submit questions for the New DAC Q&A webinar](#).

Pearson DAC Test Administration Training

Pearson will provide an overview of changes to its systems for all District Assessment Coordinators (DACs) on Jan. 13 from 9–11:30 a.m. [Select this link to join the Jan. 13 Pearson DAC Test Administration Training](#) (passcode: DACTestAd).

The training will focus on changes to PearsonAccess Next, TestNav, and reporting for the MCA and MTAS 2022 administrations. A recording of the training will be posted to the [Training Management System \(TMS\)](#) on Friday, Jan. 21 (on the District Assessment Coordinator tab under Pearson Recorded Webinars).

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Tech Update

ACCESS 21–22 Technology Webinar - Technology Troubleshooting

DRC and WIDA will host a Technology Troubleshooting webinar on Thursday, Jan. 6, 2022, from 1–2pm. [Select this link to join the ACCESS 21–22 Technology Webinar - Technology Troubleshooting](#).

The webinar will give you an overview of the technical messages that may appear during testing with a focus on internet or network connection messages, error messaging for specific scenarios, and operating systems during online testing administration.

If you are not able to attend, a link to the recording will be added to the *Technology Webinar Calendar* located in [WIDA AMS](#) (No log in required. In the second paragraph under the first heading, select “click here (login not required)” > on the Training Materials page, click the Show Documents button to display all documents > from the list of documents, locate the *2021-2022 QA Webinar Schedule for Technology Coordinators*).

Pearson District Technology Coordinator Training

Pearson will provide a live training to support technology staff in preparation for the 2022 MCA online test administration. The training will review infrastructure readiness steps and resources, TestNav overview and updates, hardware and software requirements for testing devices, and troubleshooting issues. View the [Upcoming Technology Trainings](#) document for more details (PearsonAccess Next > Technology > Additional Technology Details). A recording of the training will be posted to the [Training Management System \(TMS\)](#) on Friday, Jan. 21 (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 Training Management System (TMS) (on the Technology Staff tab under Pearson Recorded Webinars).

The table below contains the webinar training topic, high-level agenda, format, and date and time. 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
<p>Technology Coordinator Training (Live)</p> <p>Overview of infrastructure readiness steps and resources, TestNav overview and updates, hardware and software requirements for testing devices, and troubleshooting issues in preparation for the 2022 online MCA test administration.</p>	<p>Live Webinar</p>	<p>Tuesday, Jan. 11</p> <p>1–2:30 p.m.</p>	<p>Select this link to join the webinar on Jan. 11.</p> <p>Passcode: MNTECH</p>

TestNav Outage

In preparation for MCA testing, Pearson will be updating TestNav on Tuesday, Jan. 11, between 7–11 p.m. The online item samplers on PearsonAccess Next and the infrastructure trial forms in the Training Center for technology preparation will be unavailable during the outage. This update will automatically be applied to the app and does not require any action by districts. For further information, contact Pearson at 888-817-8659 or [submit a help desk request](#).

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Minnesota Department of Education

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

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