

AN UPDATE FROM ACADEMIC STANDARDS, INSTRUCTION AND ASSESSMENT—JANUARY 12, 2022

QUICK LINKS	IMPORTANT DATES
<ul style="list-style-type: none"> Meal Service During Statewide Assessments Preparing for ACCESS and Alternate ACCESS Pearson DAC Test Administration Training Upcoming Resource Availability for MCA/MTAS Training Management System (TMS) – Closed Organizations MDE Employment Opportunity: COMPASS Data Literacy Specialist Upcoming Opportunities 	<p>Jan 21: Receive paper test materials and student labels for ACCESS and Alternate ACCESS</p> <p>Jan 21: ACCESS and Alternate ACCESS additional orders window opens in WIDA AMS</p> <p>Jan. 21: Deadline in Test WES for changes affecting initial test materials shipment for MCA/MTAS, ISR delivery confirmation, and MCA/MTAS test material delivery options</p> <p>Jan 31–March 25: ACCESS and Alternate ACCESS testing window</p>

Meal Service During Statewide Assessments

The article below was shared with superintendents and charter leaders last Friday, Jan. 7.

Statewide Assessment testing administration for students in grades K-12 starts in January. School nutrition program operators should be discussing meal service options with school administration as soon as possible to develop a plan. USDA regulations do not require schools to offer meals when students are not present over the meal period, however we encourage sponsors to do so if logistically feasible. School districts should use discretion as to how close any early-release time is to the meal period on testing days, and to keep in mind students who may rely on school meals for their nutritional needs.

Since Minnesota requires statewide assessments to be administered to students **in-person**, some school districts may be hosting students who attend on-line schools in addition to students attending traditional schools. Under normal operations, students attending online schools do not have access to the School Nutrition Programs. However, on testing days, all students may access school meals if they are offered. School nutrition program operators may claim these meals for reimbursement under the Seamless Summer Option (SSO) and record them as visiting student meals.

[Back to Top](#)

Preparing for ACCESS and Alternate ACCESS

Professional Learning Webinar for Kindergarten ACCESS Test Administrators

Professional Development staff from the WIDA Consortium will conduct a virtual training for new Kindergarten ACCESS Test Administrators on Jan. 25. This training is intended for educators who will administer the Kindergarten ACCESS for the first time this year, and it allows participants to get their questions answered and to reflect on the test preparation and administration process as a group. **This training does not replace the required Kindergarten Training Course on the WIDA Secure Portal.**

The WIDA Kindergarten ACCESS Test Administrator Training webinar will be on Tuesday, Jan. 25, from 9–10:30 a.m. [Join the meeting on Jan. 25.](#)

Facilitator Toolkit Update for 2021–22

WIDA has updated the content included in the *Facilitator Toolkit for ACCESS for ELLs and WIDA Screener*. These PowerPoint slides include the most commonly requested assessment training slides, and can be easily integrated into existing presentations to support local training. The following are available to download on the Resources page in the [WIDA Secure Portal](#), when filtering the resource type by Facilitator Toolkit:

- ACCESS Online Facilitator Toolkit Slides
- ACCESS Paper Facilitator Toolkit Slides
- ACCESS Test Coordinator Facilitator Toolkit Slides
- Alternate ACCESS Facilitator Toolkit Slides
- Kindergarten ACCESS Facilitator Toolkit Slides
- WIDA Screener Online Facilitator Toolkit Presentation
- WIDA Screener Paper Facilitator Toolkit Presentation

Note: WIDA resources do not include any MDE-specific policies and procedures and further information may need to be added if using these resources within your district.

Page Missing from the Print Version of the ACCESS for ELLs Test Administrator Manual

The print copy of the *ACCESS for ELLs Test Administrator Manual* has an incomplete version of the WIDA Writing Rubric Pre-K – Kindergarten, which is located in the appendix. When scoring the Kindergarten ACCESS Writing test, test administrators should either refer to the online version of *the ACCESS for ELLs Test Administrator Manual*, located in the [WIDA Secure Portal](#), or the standalone [WIDA Writing Rubric Pre-K – Kindergarten](#). A link to this resource may also be found in the WIDA Secure Portal Kindergarten ACCESS for ELLs: Administration and Scoring training course.

WIDA AMS Test Setup

Districts can now complete tasks in WIDA AMS in preparation for ACCESS and Alternate ACCESS testing. Tasks include viewing students in the system and ensuring they appear in the appropriate test sessions; students who were indicated as EL in MARSS (prior to the December deadline) were automatically placed into generic test sessions based on grade cluster and domain.

There is detailed guidance in the *WIDA AMS User Guide* posted on [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 WIDA AMS User Guide*. Contact DRC Customer Support with questions at WIDA@DataRecognitionCorp.com or 855-787-9615.

If there are EL students who are missing in WIDA AMS, check the Sent Precode in [Test WES](#) (under the File Transfer heading in the menu on the left). If the student is not included in the file, it means that they were not indicated as EL in MARSS by the December deadline. Work with your MARSS Coordinator to make sure the student is indicated correctly in MARSS. These students must also be manually added in WIDA AMS, and any paper materials (e.g., writing response booklet) will need to be ordered in WIDA AMS during the additional orders window and hand-bubbled since they will not have a pre-populated student label.

ACCESS and Alternate ACCESS Materials Delivery

ACCESS and Alternate ACCESS paper materials will arrive in districts on Jan. 21. It is important that districts have staff available to receive the materials. DACs must ensure there is a plan for receiving the shipments and keeping the test materials secure upon delivery following the district’s procedure.

Student Resources for ACCESS and Alternate ACCESS

Districts should develop a plan to determine what student resources are most applicable to prepare their students for ACCESS and Alternate ACCESS test administration. More specific information is on the [Student Resources page](#).

Selecting Test Administrators and Training Requirements for ACCESS and Alternate ACCESS

The requirements for who can be a Test Administrator are outlined in Chapter 7 of the [Procedures Manual](#). This may be especially important for grades 1–12 online ACCESS in order to ensure that EL instruction can continue to be provided. The administration of the grades 1–12 online ACCESS is similar to the administration of the online MCA and is not required to be administered by EL staff.

The DAC is responsible for ensuring that all individuals who may be associated with any aspect of test administration or test content receive training on test administration and test security policies and procedures **each year** prior to testing. This includes the *Test Security Training*, assessment-specific trainings, and district policies and procedures for test administration specific to that district.

All ACCESS and Alternate ACCESS Test Administrators complete the applicable online WIDA Training Courses and certification quizzes prior to administration of any assessment. Required MDE trainings in the TMS must also be completed once annually. Refer to pages 156–166 of the *Procedures Manual* for more detailed information.

[Back to Top](#)

Pearson DAC Test Administration Training

Pearson will provide an overview of changes to its systems for all District Assessment Coordinators (DACs) tomorrow, 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.

Retrieve the PowerPoint on the [MDE & Pearson DAC Trainings](#) website under Pearson Trainings. Note: The PowerPoint will open in Google Slides. Go to File > Download and select Microsoft PowerPoint to download the presentation in PowerPoint.

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).

[Back to Top](#)

Upcoming Resource Availability for MCA/MTAS

The following list provides information on the availability of remaining resources for spring administrations:

- Trainings in the [Training Management System \(TMS\)](#):
 - *Handling Secure Paper Test Materials* will be posted to the Other Trainings tab under District Assigned Trainings on Friday, Jan. 14.
 - *Understanding Student Precode* will be posted to the District Assessment Coordinator tab under New DAC Trainings on Friday, Jan. 14.
 - The MTAS Test Administrator training courses (for both new and experienced Test Administrators) will be posted to the MTAS Test Administrator tab on Friday, Jan. 21.
 - *Managing MCA Test Sessions in PearsonAccess Next* will be posted to the Other Trainings tab under District Assigned Trainings on Friday, Feb. 4.
 - *Entering MTAS Data in PearsonAccess Next* will be posted to the Other Trainings tab under District Assigned Trainings on Friday, Feb. 4.
- All MCA student tutorials (Navigation, Tools, Item Types, and Science MCA-IV) will be posted on the [Student Tutorial](#) page of the PearsonAccess Next website on Friday, Jan. 21.

- The Pearson system user guides (*MCA Online Testing User Guide*, *MCA Data Entry User Guide*, and *MTAS Data Entry User Guide*) will be posted to the [User Guides](#) page of PearsonAccess Next by Friday, Feb. 11.
- The MCA/MTAS Irregularities will be posted to the [Policies and Procedures](#) page of PearsonAccess Next by Tuesday, March 1.

[Back to Top](#)

Training Management System (TMS) - Closed Organizations

Unlike PearsonAccess Next, the [Training Management System \(TMS\)](#) does not update schools or districts that closed at the end of a school year. These organizations are still available for users to select when registering a new TMS account. If a user was registered to an organization that is now closed, their TMS account is still registered to that organization.

Encourage users to review and update their selected school and district organizations in their account. To correct or update account information, select Edit Account Info under the username in the TMS. Refer staff to the [TMS: Tips and Tricks for School Staff](#) infographic for information on updating a TMS account.

If a user does not update their organization, their records of completed trainings will not appear on the correct reports. If a school has closed, but the district is still active, DACs can track user completion on the district-level report. Note: If not updated, the organization displayed will still reflect the closed school.

[Back to Top](#)

MDE Employment Opportunity: COMPASS Data Literacy Specialist

The Data Practices and Analytics division is currently seeking a data literacy specialist to support the [Collaborative Minnesota Partnerships to Advance Student Success \(COMPASS\)](#) initiative.

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 and **apply by Jan. 24**. The Job ID is 51731.

[Back to Top](#)

Upcoming Opportunities

MTAS Administration 2022 and New Science Tasks Informational Meeting

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*.

[Back to Top](#)

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.