

AN UPDATE FROM ACADEMIC STANDARDS, INSTRUCTION AND ASSESSMENT—NOVEMBER 17, 2021

QUICK LINKS	IMPORTANT DATES
<ul style="list-style-type: none"> <li>• <a href="#">Pretest Editing New DAC Q&amp;A: Registration</a></li> <li>• <a href="#">Upcoming DAC Trainings</a></li> <li>• <a href="#">Test Security Training: Options and Documentation</a></li> <li>• <a href="#">Required Distribution of Individual Student Reports (ISRs)</a></li> <li>• <a href="#">Preparing for the ACCESS/Alternate ACCESS Testing Window</a></li> <li>• <a href="#">Pretest Editing in Test WES for MCA/MTAS Preparation</a></li> <li>• <a href="#">Spring 2022 Infrastructure Readiness Checklist</a></li> <li>• <a href="#">Updated Translated Word Lists</a></li> <li>• <a href="#">Odds &amp; Ends</a></li> <li>• <a href="#">Upcoming Opportunities</a></li> <li>• <a href="#">Tech Update</a></li> </ul>	<p><b>Nov. 29–Dec. 17:</b> Indicate the number of online testers for grades 1–12, and order test materials during Materials Ordering in WIDA Assessment Management System (AMS)</p> <p><b>Nov. 29:</b> Pretest Editing window opens in Test WES</p>

## Pretest Editing New DAC Q&A: Registration

The next New DAC Q&A webinar is Tuesday, Nov. 30, from 2–3 p.m. It will focus on Pretest Editing. [Register for the New DAC Q&A Webinar](#). Details for joining the webinar are provided once participants register. Experienced DACs are also welcome to attend.

The prerequisites for this webinar are:

- Chapter 4 of the [Procedures Manual](#)
- The Pretest Editing recorded online training, which will be available in the [Training Management System \(TMS\)](#) on Friday, Nov. 19 (on the District Assessment Coordinator tab under MDE Recorded Webinars).

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

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## ***Upcoming DAC Trainings***

### **December New DAC Q&A: Save the Date**

The December MDE Q&A webinar for New DACs will focus on preparing for test administration and will provide context and background information for New DACs in preparation for the Test Administration Training the following week. The Q&A webinar will be held on Tuesday, Dec. 7, from 2–3 pm. Experienced DACs are also welcome to attend.

The prerequisites for this webinar are Chapters 6 and 7 of the [Procedures Manual](#).

Note: Q&A webinars are intended to provide a conversational setting where new DACs can receive support on existing resources and upcoming tasks. Q&A webinars are not recorded as they are not trainings and do not provide any new content, as all answers are available in the prerequisites.

### **Virtual DAC Test Administration Training: Save the Date**

MDE will provide the DAC Test Administration Training virtually on Dec. 14, from 9–11 a.m. MDE will record the session for DACs who are unable to join the live webinar.

The Test Administration Training is required for all DACs in order to prepare for spring testing; all DACs must attend the MDE webinar or listen to the MDE recording. MDE will focus on new and clarified information from the [Procedures Manual](#) for the 2021–22 school year.

### **DAC Webinars and Trainings for 2021–22 Updated**

The *MDE District Assessment Coordinator Webinars and Trainings* document has been updated on the [District Resources](#) page (under the District Assessment Coordinator Resources expandable heading). It now includes dates for the DAC Test Administration Training and monthly Q&A webinar dates through May. Additional trainings related to reporting will be added as dates are determined. Detailed information, links to prerequisites, and registration information for all trainings listed will be provided in the weekly *Assessment Update* in advance of the upcoming trainings.

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## ***Test Security Training: Options and Documentation***

The *Test Security Training* will be available in the [Training Management System \(TMS\)](#) on Friday, Nov. 19.

The *Test Security Checklist*, which is the paper option that includes the same content and may be used for staff in place of the *Test Security Training*, will be posted the same day on the [Policies and Procedures](#) page of the

PearsonAccess Next website. Translated versions of the *Test Security Checklist* in Hmong, Somali, and Spanish will be available in early January.

The DAC is responsible for ensuring all applicable staff complete the *Test Security Training*, receive guidance for district-specific policies and procedures, and complete test-specific trainings prior to testing. Though training requirements vary by role and test, the *Test Security Training* is required for all individuals who are associated with any aspect of test administration or test content.

The [2021–22 Procedures Manual](#) provides additional information about each of the options for how the *Test Security Training* may be completed (i.e., viewing the training online, viewing the training as a group, or completing the checklist), as well as the required documentation for each. Refer to pages 158–160 for detailed information. MDE recommends that DACs review this information when determining the training plan for their district.

Note: For an overview of the Training Management System (TMS), refer to the Training Management System training posted on the District Assessment Coordinator tab under Pearson Video Trainings.

## Active Monitoring

The *Active Monitoring for Statewide Assessments* training will also be available in the TMS on Friday, Nov. 19. This training is included in the courses for MCA Test Monitors and ACCESS Test Administrators.

## Considerations for Timing of Training

Each district determines their own timelines for when training must be completed in each school. While staff like Test Monitors must be trained before they administer or monitor tests (and therefore may not need to complete available trainings yet), consider other test administration tasks that may occur earlier, like handling secure materials. In addition, some students may be testing earlier (e.g., for ACCESS, earlier scheduled testing for a given grade) so training may be needed earlier than when all staff may actually be administering tests.

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## Required Distribution of Individual Student Reports (ISRs)

Individual Student Reports (ISRs) must be provided to parents/guardians no later than Dec. 1.

Each district decides if the paper copies of reports are distributed or if electronic versions are provided (i.e., through a secure parent portal). If provided electronically, the final version from WIDA AMS or Published Reports in PearsonAccess Next must be used. Paper reports must be securely disposed of if providing electronically.

Districts determine how to distribute ISRs following best practices for data privacy. Regardless of how reports are distributed, districts should consider how to provide families with information (e.g., a letter or flyer, in discussions at conferences) about how the results are used in the context of other district and school information.

More information on ISRs and their distribution is available in Chapter 11 of the [Procedures Manual](#), starting on page 225.

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## ***Preparing for the ACCESS/Alternate ACCESS Testing Window***

### **WIDA AMS Tasks**

DACs will need to complete the following tasks in WIDA AMS from Nov. 29–Dec. 17 for each of their schools. While the grades 1–12 ACCESS is administered online, all grades 1–5 writing test materials are based on these indications, and entering the information now ensures you receive all the materials needed. Kindergarten ACCESS and Alternate ACCESS are paper-based administrations.

**It is very important that districts complete this information by Dec. 17.**

- Indicate the number of online testers for each grade band.
- Indicate the number of kindergarten testers.
- Indicate the quantities of large print, braille, or paper test booklets needed.
- Indicate the quantities of Alternate ACCESS test booklets needed.

For more information, please refer to the [WIDA Assessment Management System \(WIDA AMS\) User Guide](#) (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 and download the user guide).

Note that both the *Online ACCESS for ELLs: Administration* and the *Paper ACCESS for ELLs: Administration* [assessment trainings](#) (login required) available on the WIDA Secure Portal include modules on ordering materials.

### **Important Date for the Precode File**

In December, MDE will send the student precode file for ACCESS and Alternate ACCESS to DRC. This file is used to load student information in WIDA AMS for online testing and to create student labels for all paper test materials (i.e., Kindergarten ACCESS, Alternate ACCESS, accommodations, and applicable booklets for the writing domain). It is important to ensure that all English Learners (ELs) are indicated correctly in MARSS, since MARSS is the source from which MDE pulls the precode file.

**Districts need to confirm that accurate MARSS information has been submitted to MDE by Dec. 16.** Note: This date may be earlier if your district uses a student information service provider for submitting MARSS. If this is the case, check with your provider for their timeline in order for MARSS information to be submitted to MDE by Dec. 16.

## ***Pretest Editing in Test WES for MCA/MTAS Preparation***

Test WES is a secure MDE system where authorized personnel (generally DACs) complete a variety of activities related to assessment. Beginning Nov. 29, DACs can start working on Pretest Editing tasks in Test WES to ensure students are loaded for their appropriate assessment (MCA or MTAS), and that the appropriate paper test materials will be shipped to the district or schools.

DACs must also enter important information under the District Options and District Confirmations screens in Test WES, such as verifying Individual Student Reports (ISRs) from 2021 have been delivered and indicating information about the shipment of test materials.

### **Resources**

An updated *Pretest Editing User Guide*, with step-by-step instructions and screenshots, is available on the [Test WES](#) page, and a recorded training will be posted in the [Training Management System \(TMS\)](#) on Friday, Nov. 19 (on the District Assessment Coordinator tab under MDE Recorded Webinars). Note: MDE recommends downloading the user guide first to help you follow along while watching the training. This training is one of the prerequisites for the Nov. 30 Q&A webinar; refer to the [Pretest Editing New DAC Q&A: Registration](#) article for more information.

### **Updates and Notes Regarding Pretest Editing for 2021–22**

The *Test WES Pretest Editing User Guide* provides information on how to complete tasks for Pretest Editing.

The following items are new or of note for Pretest Editing for 2021–22:

- During Posttest Editing, MDE automatically indicated the extenuating circumstances (EXC-N) test code for students that had not started their test last year. When the EXC-N code was added, the test defaulted to MCA. This means that you may have students whose test assignment defaults to MCA this year, even if they took the MTAS in the past. Districts will need to confirm and change the test assignment manually for students taking MTAS.
- Students who were unable to take the High School Science MCA in 2019–20 or 2020–21 will not take the assessment in 2021–22 (or any other year), unless they are retaking their life science/biology coursework. The user guide has detailed information on page 22 in regards to how the Send Indicator will appear based on test codes entered in 2020–21.

## ***Spring 2022 Infrastructure Readiness Checklist***

Refer to the [Tech Update](#) section for information on the Spring 2022 Infrastructure Readiness Checklist.

## ***Updated Translated Word Lists***

Word-to-word translations using translated word lists are allowed for English learners, former English learners, or students in immersion or dual language programs on the Mathematics and Science MCAs. Academic terms and direction words are translated in the following languages: Amharic, Arabic, Chinese, Hmong, Karen, Khmer, Laotian, Oromo, Russian, Somali, Spanish, and Vietnamese.

The mathematics and science word lists have been updated as follows:

- The Arabic and Somali word lists now include translations for units that were not translated in the past.
- The Amharic, Chinese (Simplified), and Khmer word lists were updated with translations into the respective languages where it is also correct to use the term in English.

Note: The Khmer and Laotian lists will not be updated after the 2021–22 school year as these languages are no longer in the top most populous languages statewide; however, these lists will remain posted until future updates are required.

The lists used for the Mathematics and Science MCAs must be printed versions of the current-year lists posted on [PearsonAccess Next](#). Instructions for using and printing the lists are also available on PearsonAccess Next and additional details are available in Chapter 4 of the [Procedures Manual](#).

## ***Odds & End***

In observance of the Thanksgiving Holiday, MDE will be closed on Thursday and Friday, Nov. 25–26.

## ***Upcoming Opportunities***

### **ACCESS and Alternate ACCESS Webinars**

WIDA and DRC will be hosting the webinars below during the month of November. More information about each webinar can be found in the [WIDA Secure Portal](#) on the Webinars page. There is no need to register in advance.

- Join the [During Testing: Managing Students in WIDA AMS \(Online\)](#) on Thursday, Nov. 18, 1 p.m.
- Join the [Alternate ACCESS for ELLs for New Test Administrators](#) on Tuesday, Nov. 23, 1 p.m.

Recordings of these webinars will be posted in the [WIDA Secure Portal](#) (on the Webinars page) within a week of each event.

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## Tech Update

### Spring 2022 Infrastructure Readiness Checklist

The *Infrastructure Readiness Checklist* is now available on the [Technology](#) page 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 administrating 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.

### Updated Proctor Cache Recommendations

MDE and Pearson no longer recommend proctor caching for online MCA testing. Online testing requires a continuous connection between the student testing device and Pearson servers to send and receive test items, thus limiting the benefit of caching test content. Data from Spring 2021 testing showed item load time was nearly identical for cached and non-cached tests. In addition, continuous improvements to district and school technology infrastructures have decreased the need for proctor caching. Refer to the Infrastructure Readiness Checklist for steps to setup testing without proctor caching. All steps to utilize proctor caching have been moved to Appendix A of the document.

If you have used proctor caching in the past, have concerns about testing without proctor cache, or want to discuss testing without proctor cache, please schedule a Technology Office Hours virtual session to speak with a Pearson Field Engineering Specialist.

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Minnesota Department of Education

[education.mn.gov](http://education.mn.gov) > Districts, Schools and Educators > Teaching and Learning > Statewide Testing

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