

AN UPDATE FROM ACADEMIC STANDARDS, INSTRUCTION AND ASSESSMENT—NOV. 23, 2022

QUICK LINKS	IMPORTANT DATES
<ul style="list-style-type: none"> November Q&A Session 2: Pretest Editing Test Administration Training: Save the Date December Q&A Session: Save the Date Preparing for the ACCESS/Alternate ACCESS Testing Window Pretest Editing in Test WES for MCA/MTAS Preparation Upcoming Opportunities Odds and Ends 	<p>Nov. 28–Dec. 16: Indicate the number of online testers for grades 1–12 and order test materials during Materials Ordering in the WIDA Assessment Management System (WIDA AMS)</p> <p>Nov. 28: Pretest Editing window opens in Test WES</p>

November Q&A Session 2: Pretest Editing

The second November Q&A Session will be on Tuesday, Nov. 29, 2022, from 2–3 p.m. and will focus on Pretest Editing tasks. [Register for the November \(2\) Q&A Session](#). Details for joining are provided once participants register.

The prerequisites for the second November Q&A session are:

- *Pretest Editing Training*, which is posted on the [Training Management System \(TMS\)](#) (on the District Assessment Coordinator tab, under MDE Recorded Webinars).
- Chapter 4 of the [Procedures Manual](#): General Supports, Linguistic Supports, and Accommodations for Statewide Assessments.

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 November DAC Q&A Session](#). Q&A Sessions will not be recorded nor will CEUs be provided as these are additional supports rather than a training event.

[Back to Top](#)

Test Administration Training: Save the Date

In December, MDE will provide the Test Administration Training for all DACs. This training event is required for all DACs in order to prepare for spring testing and will focus on new and clarified information from the [Procedures Manual](#) for the 2022–23 school year.

MDE is offering this training in three formats: an in-person training event at a metro location, a live virtual training, and a pre-recorded training that will be posted in the Training Management System (TMS). MDE recommends that DACs attend either the in-person or virtual sessions, if possible, as they will include opportunities to collaborate with other DACs from across the state.

- In-person option in Northeast Minneapolis on Tuesday, Dec. 13, 1–4 p.m.
- Live virtual option on Wednesday, Dec. 14, 1–4 p.m.
- Prerecorded training to be posted on the Training Management System on Friday, Dec. 16

Registration links will be provided in the next *Assessment Update*. 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.

[Back to Top](#)

December Q&A Session: Save the Date

The December Q&A Session will be on Thursday, Dec. 15, from 2–3 p.m. and will focus on preparing for test administration and answering questions based on the Test Administration Training. The prerequisite for the December Q&A is participation in either the in-person or virtual Test Administration Training on either Dec. 13 or Dec. 14. The registration link and details will be provided in the next *Assessment Update*.

[Back to Top](#)

Preparing for the ACCESS/Alternate ACCESS Testing Window

WIDA AMS Tasks

DACs will need to complete the following tasks in [WIDA AMS](#) from Nov. 28–Dec. 16 for each of their schools to order paper test materials during the Materials Ordering window. This ordering is done when districts indicate the following information by school:

- The number of Kindergarten students.
- The number of Alternate ACCESS students by grade cluster.

- The number of online testers for each grade cluster.
 - Even though the majority of ACCESS tests are administered online, paper test materials are needed for the grade-level clusters 1, 2–3 and 4–5 Writing tests. Paper test materials will be sent automatically for the indicated number of online testers in these grade clusters.
 - Note: While an online option exists for the grade cluster 4–5 Writing test, the default response mode in Minnesota for the grade cluster 4–5 Writing test is handwriting.
- The number of paper test booklets by grade cluster and tier for eligible students who will be taking all domains on paper.
- The number of large print and braille test booklets by grade cluster and tier or format for eligible students.

Paper test booklets can be ordered either as accommodations for students with IEPs or 504 plans or for eligible students enrolled in U.S. schools for less than a year. Refer to Test Administration Considerations for ACCESS in Chapter 8 of the [Procedures Manual](#) for additional information.

For more information, please refer to the *WIDA Assessment Management System (WIDA AMS) User Guide* posted on the [WIDA AMS](#) website. (No log in required. In the second paragraph under the first heading, select “WIDA AMS Library” > 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.

ACCESS for ELLs Braille Material Updates

Districts that order braille materials will receive sample items and a *Sample Items User Guide* with each braille kit. Ensure that the sample items are removed from the material boxes as soon as they arrive, so that Test Administrators and students have time to use them to become familiar with the braille assessment. Sample items and the *Sample Items User Guide* are not considered secure test materials and should not be returned to DRC; these materials may be kept by the district.

Note: Sample items and sample items user guides have been added to the [ACCESS Test Practice and Sample Items](#) page of the WIDA website in four grade clusters: 1–3, 4–5, 6–8, and 9–12.

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 (meaning, Kindergarten ACCESS, Alternate ACCESS, accommodations, and applicable booklets for the writing domain). It is important to ensure that all English learners are indicated submitted to MDE in student enrollment data as MDE uses this data to create the precode file.

Districts need to confirm that accurate enrollment information has been submitted to MDE by Dec. 15.

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. 15.

[Back to Top](#)

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 statewide assessments. Beginning Nov. 28, 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 2022 have been delivered and indicating information about the shipment of test materials.

What's New

- On the District Confirmation screen, districts must confirm that all students in the district being administered the Alternate ACCESS and/or MTAS will meet all eligibility requirements at the time of testing. The indication has been updated to include confirmation that processes to confirm Alternate ACCESS eligibility have been followed in the district.
- A new confirmation has been added to the District Confirmation screen, under Test Administration. Districts must confirm that all policies and procedures were followed to ensure that students receive the supports or accommodations they require.

Resources

An updated *Pretest Editing User Guide*, with step-by-step instructions and screenshots, will be posted on the [Test WES](#) page of the MDE website, and a recorded training is posted to the [Training Management System \(TMS\)](#) (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. 29 Q&A webinar; refer to the November Q&A Session 2: Pretest Editing article below for more information.

[Back to Top](#)

Upcoming Opportunities

Alternate ACCESS for ELLs Overview Webinar

Minnesota DACs and Test Administrators who want to learn more about the Alternate ACCESS for ELLs are invited to join a free webinar on Dec. 12 from 2–3:30 p.m. This webinar will provide participants with an overview of the Alternate ACCESS to support understanding and implementation. During this webinar, Test Administrators will explore how the WIDA Standards and Assessment System is connected to Alternate ACCESS in its unique test design. Participants will learn to administer and score this assessment. Time is built into the webinar for participants to ask questions. Note: The Alternate ACCESS field test will not be focused on in this webinar; this webinar is intended to provide information about the current Alternate ACCESS.

There is no need to register for this webinar. [Join the live webinar on Dec. 12 at 2 p.m.](#) A recording of the webinar will be posted on the webinar page of the [WIDA Secure Portal](#).

Note: This webinar is **not** a replacement for the online training course on the WIDA Secure Portal.

[Back to Top](#)

Odds and Ends

Thanksgiving Holiday

In observance of the Thanksgiving holiday, MDE will be closed on Thursday and Friday, Nov. 24–25.

[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.