

AN UPDATE FROM ACADEMIC STANDARDS, INSTRUCTION AND ASSESSMENT—DEC. 14, 2022

QUICK LINKS	IMPORTANT DATES
<ul style="list-style-type: none"> ACCESS Materials Ordering Closes Dec. 16 Staff Training Requirements Alternate ACCESS Field Test FAQ Resource Minnesota Test of Academic Skills (MTAS) Participation Documentation October 1 Filter Upcoming Opportunities 	<p>Nov. 28–Dec. 16: <i>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)</i></p>

ACCESS Materials Ordering Closes Dec. 16

It is very important that districts complete materials ordering in WIDA AMS by this Friday, Dec. 16. Districts must indicate the following 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.
- 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.

Note: DRC automatically sends the paper test materials needed for the grade-level clusters 1, 2–3 and 4–5 Writing tests based on the number of online testers the district indicates for each grade cluster. Districts do not order Writing Response Booklets separately. Paper test booklets, which include all domains of the ACCESS test, **only** need to be ordered for students who will be taking their entire test on paper.

More information on Materials Ordering for the ACCESS and Alternate ACCESS can be found in Chapter 7 of the [Procedures Manual](#). Detailed instructions on using WIDA AMS are available in the *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 resource).

[Back to Top](#)

Staff Training Requirements

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 school year** prior to testing. It is considered a security violation if untrained staff are involved in testing in any way.

Involvement in test administration is not limited to staff administering tests, but also includes any staff who help organize secure test materials, have keys (and therefore access) to areas where secure test materials are stored, or are in the room during testing, like paraprofessionals. Minimally, all staff involved are required to complete the *Test Security Training* and be aware of district-specific testing procedures, in addition to any other trainings required for their role.

Test Monitor and Test Administrator Requirements

Because Test Monitors and Test Administrators are involved in administering tests to students, they have additional trainings that MDE requires them to complete annually. These requirements are outlined by test (ACCESS, Alternate ACCESS, MCA, and MTAS) beginning on page 167 in the [Procedures Manual](#). A few important reminders:

- For ACCESS and Alternate ACCESS, Test Administrators must complete trainings in both the [WIDA Secure Portal](#) (for specific administration information) and the [Training Management System \(TMS\)](#) (for MDE test security information).
 - The WIDA *grades 1–12 Online and Paper ACCESS for ELLs: Administration* courses include numerous modules that explain tasks typically completed by District or School Assessment Coordinators. Only one module, *Administering the Test*, is required by MDE for Test Administrators. This one module in each course addresses all domains and grade clusters of the ACCESS and covers all of the content required to pass the certification quiz.
 - For the *Speaking for Grades 1–5: Scoring Paper ACCESS and WIDA Screener* course and/or *Speaking for Grades 6–12: Scoring Paper ACCESS and WIDA Screener* course, all modules are required. This includes the “recommended” scoring practice module.
- The *Test Security Training* (for all Test Monitors and Test Administrators) and *Active Monitoring for Statewide Assessments* trainings (for grades 1–12 ACCESS Test Administrators and MCA Test Monitors) are available in the applicable courses in the TMS. These trainings are required to be completed once annually.
- The test-specific trainings for MCA and MTAS are planned to be available in the TMS as follows:

- *Administering the MCA*: Friday, Jan. 6
- *MTAS Administration Overview and MTAS Administration and Scoring Practice*: Friday, Jan. 13

District Policies and Procedures

While the *Test Security Training* addresses MDE policies and procedures for testing, each district has additional policies and procedures for test administration that must be communicated and followed. Because they are district specific, it is the DAC's responsibility to identify these policies and procedures in the district test security procedure. Refer to *Required District Test Security Procedure* beginning on page 107 of the [Procedures Manual](#) for further information on the types of policies and procedures that need to be developed and shared within the district.

Each district determines how this information will be communicated to staff as appropriate for their role; for example, this may be through a district or school training or in writing (as an email, handout, etc.). For ACCESS and Alternate ACCESS, district policies and procedures information or training needs to be provided to applicable staff before those administration. This is in addition to policies and procedures that will be provided to staff later for MCA and MTAS. In the MDE audit of training documentation, this critical training component is one that commonly is missed or not clearly documented by many districts.

[Back to Top](#)

Alternate ACCESS Field Test FAQ Resource

As shared in past *Assessment Updates*, the Alternate ACCESS for ELLs Field Test (Alternate ACCESS Field Test) is a standalone assessment for spring 2023 that will be administered separately from the annual Alternate ACCESS. The Alternate ACCESS Field Test is an important part of WIDA's work to update the Alternate ACCESS, which includes expanding the test to kindergarten and creating a brand-new Alternate ACCESS screener.

To support districts as they plan for administration of the Alternate ACCESS Field Test, MDE has released a resource with answers to frequently asked questions about this assessment. This document can be found on the [District Resources](#) page of the MDE website (under the District Assessment Coordinator Resources expandable heading). As a reminder, the Alternate ACCESS Field Test administration window is Feb. 14–April 17, 2023.

[Back to Top](#)

Minnesota Test of Academic Skills (MTAS) Participation Documentation

In January, MDE will again be providing the *MTAS Participation District Report* in [Assessment Secure Reports based on participation in spring 2022](#). This report will provide districts details about their alternate assessment (MTAS) participation rates. The data in the district report provides a starting point for being able to complete the Assurance, Rationale, and Context (ARC) survey, which each district must submit to MDE by March 8.

Districts will use the ARC survey to provide information, assurances, and where appropriate, narratives regarding alternate assessment participation rates. Special Education Directors, District Assessment Coordinators, Special Education case managers, and other key district staff, should be included in conversations about the district report and completion of the ARC.

More information and specific timelines will be announced in early January. For more context around the alternate assessment participation work, refer to the [MTAS Participation](#) page of the MDE website.

[Back to Top](#)

October 1 Filter

In 2023, the Oct. 1 filter (student enrollment on Oct. 1) will no longer be available in MDE's District & School Student Results (DSR & SSR) files and Test Results Summary. The Oct. 1 filter was last reported in the Minnesota Report Card in 2018.

The Oct. 1 filter will also be removed from the Subscore Reports in PearsonAccess Next in late August when 2023 data is available, and will no longer be available for any years of subscore data.

[Back to Top](#)

Upcoming Opportunities

December Q&A Session: Test Preparation

Our December Q&A Session will be held tomorrow, Dec. 15, from 2–3 p.m. and will focus on test administration and answering questions based on the Test Administration Training. [Register for the December Q&A Session.](#) Details for joining are provided once participants register.

DACs who are unable to attend the first virtual DAC Test Administration Training session or watch the recording are still welcome to attend the Q&A if they choose. In addition, MDE will add information to the second virtual DAC Test Administration Training session for those DACs who prefer not to attend the Q&A prior to training.

Q&A Sessions are not recorded nor are CEUs provided as these are an additional support rather than a training event.

[Back to Top](#)

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