

AN UPDATE FROM ACADEMIC STANDARDS, INSTRUCTION AND ASSESSMENT—FEBRUARY 9, 2022

QUICK LINKS	IMPORTANT DATES
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## February New DAC Q&A: Registration

The February MDE Q&A webinar for New DACs will be held on Tuesday, Feb. 22, from 2–3 pm. [Register for the February 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 as follows:

- *Understanding Student Precode* training in the [Training Management System \(TMS\)](#) (on the District Assessment Coordinator tab, under the New DAC Training category)
- Excerpts from Chapter 11 of the [Procedures Manual](#) related to preliminary results:
  - *Preliminary Student-Level Results* (pages 220–221)
  - *Embargoed Final Assessment Results* (pages 222–224)

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

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# ***WIDA AMS: Tasks and Resources***

## **Manually Adding Students**

When districts need to manually add any English learners directly into WIDA AMS (e.g., a newly enrolled student), ensure all student information entered matches MARSS—including the student’s date of birth and gender—to decrease discrepancies in Test WES during Posttest Editing. For more information, consult the *WIDA AMS User Guide*, starting on page 63. (The user guide is located on the [WIDA AMS](#) website (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.)

## **Additional Orders**

As a member of the WIDA consortium, WIDA requires member states to limit the amount of additional orders to reduce waste and keep shipping costs down for all members. WIDA requests that districts try to place only one additional order per year. Note that materials that are only available in additional orders (e.g., human reader script) are not included in the count of additional orders. MDE will follow up with DACs when multiple additional orders are placed to confirm the need for additional materials.

When placing additional orders, DACs must use the District-Level Additional Orders Only Site-WWW in the school drop-down. Do not choose a school name in the drop-down when ordering. Additional guidance on placing additional orders can be found in *Tips for Placing Your Additional Materials Order*, which is available in the [WIDA Secure Portal](#), under Resources (enter “tips” in the Search Box).

## **Indicating Test Codes and Accommodations**

For students that need an accommodation or test code (referred to as Do Not Score codes in WIDA AMS), districts indicate those in WIDA AMS during the testing window. Detailed information about indicating accommodations starts on page 58 of the *WIDA AMS User Guide*, and information about indicating test/Do Not Score codes starts on page 61.

Note: Certain test codes (e.g., Not Enrolled (NE), and Medical Excuse (ME)) can only be indicated during Posttest Editing in Test WES; for more information, refer to the *Test Codes* section in the [Procedures Manual](#), starting on page 204.

## **Monitor Test Administration across the District**

In order to monitor the status and progress of testing across schools, DACs can use the following resources as described in the *WIDA AMS User Guide*.

- **Student Status Dashboard:** The Dashboard displays student testing status by school and includes filter options by testing status, grade, domain, and assessment. More information starts on page 76.

- **Status Reports:** WIDA AMS provides a number of status reports you can use to track testing activity for a test administration in a particular district and school. During testing, these reports are updated daily at the end of each testing day for the online assessments. For details about the contents of the status reports, refer to the table on page 132.
- **Online Testing Statistics Report:** View reports by student/grade or date with the Online Testing Statistics reports, which are described on page 133.

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## ***Reviewing User Accounts in PearsonAccess Next***

District Assessment Coordinators (DACs) must annually review users in PearsonAccess Next within their districts to ensure accounts are up to date and current. DAC and Assessment Administrator (AA) users can create and restore accounts in PearsonAccess Next. User accounts can be created and maintained either manually or through a file export/import. Instructions are available in the [PearsonAccess Next User Accounts Guide](#). Additionally, the [User Account Management in PearsonAccess Next](#) infographic contains helpful tips for managing user accounts within the district.

Please note the following reminders:

- For security purposes, passwords automatically expire every 180 days. Users should follow the instructions in the auto-generated emails to reset their password or use the [Forgot Password](#) feature.
- User accounts are disabled after 240 days of inactivity. Disabled accounts can be enabled by DACs or AAs either manually or through a file export/import.
- User accounts are deleted after 390 days of inactivity. Deleted accounts can only be restored manually in PearsonAccess Next by the DAC or AA.

Contact the Pearson help desk with any questions at 888-817-8659 or [submit a Pearson help desk request](#).

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## ***PearsonAccess Next DAC and AA Admin Access in TMS***

In order for users with the District Assessment Coordinator (DAC) and Assessment Administrator (AA) roles to track staff training or enter group trainings, they will need access to the Admin feature in the Training Management System (TMS). Pearson manually provides Admin feature access to users with the DAC or AA role.

- For most of the school year, this information is added every two weeks.
- From January through the end of March, this information is added weekly.

To avoid losing access to the TMS Admin features, DACs and AAs should respond to the auto-generated emails from Pearson that request a password reset (which expires every 180 days). If DACs or AAs have not logged in to

PearsonAccess Next in the last six months, they can log in now to ensure their account is active. When a PearsonAccess Next account becomes disabled (240 days of inactivity), the user will lose Admin feature access in the TMS.

If you receive an error when logging in to use the Admin features, confirm you are using your current PearsonAccess Next username and password, as well as a supported browser and operating system, which are defined in the [TMS FAQs](#). If you have had an active PearsonAccess Next DAC or AA account for more than two weeks and do not see the Admin feature, clear your browser's cookies and cached content. If these steps do not work, contact the Pearson help desk at 888-817-8659 or [submit a Pearson help desk request](#).

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## ***Advancing ALTELLA Project***

Minnesota is the lead state on the [Advancing ALTELLA project](#), a grant responsible for updating Alternate ACCESS for ELLs. Currently, WIDA, the grant's main project lead, is holding cognitive labs throughout February and March 2022. The project team hopes to visit districts and school sites during this time to observe students with the most significant cognitive disabilities and test administrators as they administer a testlet (a short test).

The attached flyer describes the cognitive labs and the project. Fill in [this participation survey](#) to tell the Advancing ALTELLA team that you are interested in participating in the cognitive labs. **All participation survey responses are due by February 11 at 11:59pm central time.** If you need more time to respond, please let [mde.testing@state.mn.us](mailto:mde.testing@state.mn.us) know and we'll follow up.

Thank you for your consideration for hosting Advancing ALTELLA cognitive labs in your district!

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## ***Math Standards Review***

The information below was communicated with Curriculum leaders.

### **Mathematics Standards are Being Revised by Minnesotans from Varying Perspectives and Backgrounds**

In accordance with Minnesota Statutes, Minnesota's academic standards are reviewed and revised on a 10-year cycle. During 2021–22, the department is in the process of facilitating a review of the Minnesota K-12 Academic Standards in Mathematics. The standards are being revised for Minnesota public schools, by Minnesotans. The Minnesota K-12 Academic Standards for Mathematics review and revision is being conducted by a committee that includes members with varying perspectives and backgrounds from across Minnesota. Minnesota Statutes outline who must be represented on the committee, including parents, currently licensed and in the classroom teachers, licensed school administrators, school board members, postsecondary institution faculty teaching core subjects, and business community members.

## Public Review and Comment Period for Version One of the Mathematics Standards

[Version one of the Minnesota K-12 Academic Standards in Mathematics](#) was posted online on Monday, February 7, 2022. The public is invited to provide feedback through the [online survey](#). This public review and comment period is from February 7–28, 2022. Learn more information about the standards review process on the [mathematics standards webpage](#).

## Informational Webinars for the Public

MDE will host four informational webinars on the math standards for the public during February. The webinars will provide an overview of the standards process and the 20 standards in version one of the math standards. You will be invited to submit your feedback on the math standards through an online survey.

- [Register for the webinar on February 14, 2022, at noon](#)
- [Register for the webinar on February 15, 2022, at 7 a.m.](#)
- [Register for the webinar on February, 15, 2022, at 7 p.m.](#)
- [Register for the webinar on February 16, 2022, at 7 p.m.](#)

Please see the [Mathematics Standards Review Timeline 2021-22](#).

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## *Upcoming Opportunities*

### MDE Employment Opportunity: English Language Assessment Specialist

The Academic Standards, Instruction and Assessment division is currently seeking an English language assessment specialist to join the Program Management team.

If you are interested (or know someone who may be interested) in a new and challenging opportunity, consult the complete position description and application instructions on the [State of Minnesota Careers](#) website and **apply by tomorrow, Feb. 10**. The Job ID is 52200.

### Summer 2022 MCA and Alternate MCA Review Committees

Every year, through Educator and Community Review Committees, Minnesota educators and community members across the state bring invaluable classroom experience, perspectives from teaching diverse students, and engagement with Minnesota Academic Standards to the test development process. This committee participation ensures that the content and question type align closely with the Minnesota Content Standards and best practices in classroom instruction. Each committee is a separate entity that meets for two to four days. When the committee completes their specific review task, a new committee is formed for the next task in the test development process.

As MDE starts to prepare invitations for virtual Educator Review Committees this summer, please encourage your district's math, reading, science, English learner, and special education staff to consider [registering in order to be considered for one of these future meetings](#). Share the flyers for MCA and Alternate MCA Educator Review Committees posted on the [Educator Review Committee](#) page of the MDE website with the educators in your district to provide more information on these committees.

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ACADEMIC STANDARDS, INSTRUCTION AND ASSESSMENT

Minnesota Department of Education

[education.mn.gov](http://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](mailto:mde.testing@state.mn.us).