

AN UPDATE FROM ACADEMIC STANDARDS, INSTRUCTION AND ASSESSMENT—FEB. 22, 2023

QUICK LINKS	IMPORTANT DATES
<ul style="list-style-type: none"> Soft Release of the MCA Student Readiness Tools (SRTs) ACCESS and Alternate ACCESS Administration Test Administration Reminders 	<p>Feb. 20–May 5 (May 12 Science MCA only): <i>Complete administration tasks in PearsonAccess Next</i></p> <p>Feb. 21–23 or Feb. 28–March 2: <i>Receive MCA paper and MTAS test materials</i></p> <p>Feb. 27: <i>Start entering Learner Characteristics Inventory (LCI) data in PearsonAccess Next for MTAS</i></p> <p>March 17: <i>Last day to order additional ACCESS/Alternate ACCESS paper test materials in WIDA AMS</i></p> <p>March 24: <i>End of the ACCESS/Alternate ACCESS testing window</i></p> <p>March 24: <i>Last day to complete administration tasks in WIDA AMS</i></p>

Soft Release of the MCA Student Readiness Tools (SRTs)

As announced at the DAC Test Administration Training, new student resources, called the Student Readiness Tools (SRTs), will be available on the PearsonAccess Next website to familiarize students with the online or paper MCA they will be taking. These tools will be available early March as a soft release for this spring, and links will be provided in an upcoming *Assessment Update*.

- The online SRT will be accessed from the PearsonAccess Next website, and no login information will be needed. Students will select their grade level to review videos and practice activities on how to navigate within the test, how to use tools, and how item types function.
- The paper SRT will be available for students taking the MCA using paper test materials, and will guide students how to navigate through paper test books and answer different types of items.
- Braille and scripts will not be available for this soft release but will be available next year.

- A teacher’s guide for both the online and paper SRTs will be available.

For the soft release, districts will determine which student resources (the existing [item samplers](#) or [student tutorials](#) and/or the SRTs) to use for this school year. If testing later in the window, for example, you may choose to use the SRTs to familiarize students along with or instead of other resources. Or, you may choose to use the SRTs with some grades or groups of students and other resources with other grades or groups. Staff may also choose to review the SRTs to become familiar with them this spring. Students, staff, and DACs will be able to provide feedback based on their use or review of the SRTs.

Note that as we transition to the SRTs, the item samplers and tutorials will continue to be available until the end of this school year. However, in 2023–24, only the SRTs will be available.

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ACCESS and Alternate ACCESS Administration

Common Irregularity

The default response mode for the Writing domain for students in grades 4–5 is to handwrite their responses in a writing response booklet. Ensure Test Administrators provide students their testing tickets and their writing response booklet as outlined on pages 9–10 of the *Online Test Administrator’s Script for Grades 4–12*, included in the shipment of your test materials:

- The Test Administrator must check that students are on the correct page of the test booklet prior to the student clicking the “Begin the Test” button on their screen.
- After the student has completed the practice tasks, the Test Administrator must ensure that students have been able to answer and instruct them to turn the pages in their booklets as needed.

Districts must ensure that all students are familiar with the test they will take. Please refer to the Student Resources for Testing section of Chapter 7 of the [Procedures Manual](#) for additional information on which resources are available and recommended for ACCESS and Alternate ACCESS.

Domain Regeneration Procedures

As indicated in the *ACCESS and Alternate ACCESS Irregularities* (which is posted on the [Minnesota](#) page of the WIDA website under the Manuals, Guides, and Test Materials expandable header), some situations require a domain to be regenerated. In these cases, the DAC informs MDE of the situation. If the situation warrants a regeneration, MDE will approve DRC to make the regeneration.

MDE requires the following information in order to approve regeneration requests:

- Statement that they are a DAC requesting a regeneration
- Sufficient details of the situation to demonstrate a regeneration is needed
- The relevant domain(s) to be regenerated

- The relevant MARSS/SSID number(s) ONLY, and no other identifiable information.

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Test Administration Reminders

Required District Test Security Procedure

While the *Test Security Training* in the Training Management System (TMS) addresses MDE policies and procedures for testing, each district has additional policies and procedures for test administration that must be communicated to district staff and followed. Because they are specific to each district, it is the DAC's responsibility to identify these policies and procedures in the district test security procedure and share this information to staff as appropriate for their role. This may be through a district or school training or in writing (for example, email, handout, etc.).

If districts need to revise or revisit their procedure, there is a list of specific requirements in Appendix B of the [Procedures Manual](#), and districts may use the [District Test Security Procedure Template](#) as needed.

Timelines for Providing Materials to Testing Staff

For staff administering a braille test or a sign language interpreter administering a Mathematics or Science MCA script, District or School Assessment Coordinators should provide applicable test materials up to five business days prior to the scheduled administration. This includes the Mathematics or Science MCA script, the braille test book, as well as the *Guidelines for Administration of Accommodations* (which is posted on the [Policies and Procedures](#) page of the PearsonAccess Next website). The same timeline applies for a sign language interpreter for MTAS (if not the Test Administrator). Staff must keep materials secure as they prepare for testing.

In addition, for paper ACCESS, Kindergarten ACCESS, Alternate ACCESS, and MTAS, Test Administrators may be provided materials ahead of time to prepare, and there are no specific timelines for when materials may be provided as long as they are kept secure throughout preparation. WIDA provides test administration guidelines in the *Accessibility and Accommodation Manual*, which is posted on the [Accessibility and Accommodations](#) page of the WIDA website.

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