

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

QUICK LINKS	IMPORTANT DATES
<ul style="list-style-type: none"> <li>• <a href="#">2021–22 Assessment and Accountability Results Release Timeline</a></li> <li>• <a href="#">MTAS Task Administration Manual (TAM) Important Date Error</a></li> <li>• <a href="#">Test Administration Reminders</a></li> <li>• <a href="#">ACCESS and Alternate ACCESS Administration</a></li> <li>• <a href="#">Training Management System (TMS) Nonpublic School Registration Issue</a></li> <li>• <a href="#">Preparation for the MCA and MTAS Administrations</a></li> <li>• <a href="#">Incompatible Codes in Test WES Reminder</a></li> </ul>	<p><b>Jan. 21–March 18:</b> ACCESS and Alternate ACCESS additional test materials ordering window</p> <p><b>Jan. 31–March 25:</b> ACCESS and Alternate ACCESS testing window</p> <p><b>Feb. 22–24 or March 1–3:</b> Receive MCA paper and MTAS test materials</p>

## 2021–22 Assessment and Accountability Results Release Timeline

An updated 2021–22 *Important Dates* document has been finalized with assessment and accountability reporting dates for all statewide assessments (ACCESS, Alternate ACCESS, MCA, and MTAS). It is posted on the [Districts, Schools and Educators Statewide Testing](#) page of the MDE website, under the Testing Calendars expandable header. It will also be available on [PearsonAccess Next](#) as a stand-alone document and the applicable pages will be replaced in the *Procedures Manual* posted to PearsonAccess Next by Monday, Feb. 28.

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## MTAS Task Administration Manual (TAM) Important Date Error

The data entry window for districts to enter Learner Characteristics Inventory (LCI) data in PearsonAccess Next for students who will take the MTAS was incorrect on page 6 of the MTAS Task Administration Manual (TAM).

LCI data can be entered in PearsonAccess Next starting **Monday, Feb. 28**. The [MTAS Task Administration Manual](#) posted on the PearsonAccess Next website has been updated and can be downloaded and/or printed. For printed TAMs included in materials shipments, please make note of this date error, and inform staff of the correct date, as needed. For more information on entering LCI data in PearsonAccess Next, refer to the [MTAS Data Entry User Guide](#). If you have any questions, please contact the Pearson help desk at 888-817-8659 or [submit a Pearson help desk request](#) online.

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## **Test Administration Reminders**

### **Cell Phone and Device Policy**

For all statewide test administrations (MCA/MTAS and ACCESS/Alternate ACCESS), students may **not** use or access cell phones, wearable technology, or other devices at any time during testing, including during breaks or when testing is completed. District and School Assessment Coordinators must develop and train staff on school-specific policies and procedures prior to test administration. The full policy is included in Chapter 8 of the [Procedures Manual](#), starting on page 177.

Note: Use of a device is allowed if it is used as a medical monitor, as long as the use is officially documented by a medical professional. The Test Monitor must ensure the device is not accessed for other purposes.

### **Training Requirements**

The DAC is responsible for ensuring that all individuals involved with any aspect of test administration or materials receive training on test administration and test security **each year** prior to testing. This includes technology staff who set up online tests, office staff who receive shipments of test materials, and all staff who have keys to areas where secure test materials are stored. Minimally, all staff are required to complete the *Test Security Training* and be aware of district-specific testing procedures.

Much of the training to be completed is in the [Training Management System \(TMS\)](#), and MDE has developed courses that are available by role. Consult Chapter 7 of the [Procedures Manual](#) for more information; the section on training requirements starts on page 156.

### **Required District Test Security Procedure**

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 specific to each district, it is the DAC's responsibility to identify these policies and procedures in the district test security procedure. Each district determines how to communicate this information to staff as appropriate for their role. This may be through a district or school training or in writing (e.g., 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.

## Guidelines for Administration of Accommodations

The [Guidelines for Administration of Accommodations](#) are available on PearsonAccess Next. These guidelines provide information for the administration of the MCA with a scribe, mathematics or science script, and signed interpretation; the signed interpretation section includes additional guidance on how to interpret specific academic terms on the math and science tests for American Sign Language (ASL).

Applicable guidelines should be provided to Test Monitors administering these accommodations for review prior to testing. You may choose to provide only the information on the relevant accommodation instead of the entire document.

## 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, as well as the braille test book. 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.

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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 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 has to ensure that students have been able to answer and instruct them to turn the pages in their booklets as needed.

As indicated in scenario 12 of *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), when a student clicked through their test and did not respond in their writing response booklet, no regeneration is allowed as the student would have had to select an answer to be able to get to the next prompts, and then submit their test.

Districts must ensure that all students are familiar with the test that 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 number(s)

## Return of Grades 1–3 Writing Test Materials

WIDA and DRC ask districts currently testing to return completed grades 1–3 ACCESS for ELLs Writing test booklets before the end of the test window. Returning Writing test booklets to DRC early or on time helps ensure that score reports are not delayed.

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## ***Training Management System (TMS) Nonpublic School Registration Issue***

Nonpublic schools are unable to select their organization in the [Training Management System \(TMS\)](#). When creating or updating an account, non-public school staff are prompted to enter “Non-Public Schools” in the district name field. However, once selected, the non-public school is not available to select in the school name field. A fix has been identified and will be in place on **Monday, Feb. 28**. Once in place, users can register new accounts with the nonpublic school, or update existing accounts. Staff should review their account to confirm the correct nonpublic school is selected. If you have any questions, please contact the Pearson help desk at 888-817-8659 or [submit a Pearson help desk request](#) online.

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# ***Preparation for the MCA and MTAS Administrations***

## **Initial Shipment of MCA and MTAS Test Materials**

The initial quantities of paper test materials for MCA and MTAS are based on information that was entered in Pretest Editing by Jan. 21. The shipment of these test materials will arrive at the district office or schools on either Feb. 22–24 or March 1–3, depending on the shipping location and dates selected in Test WES. If no changes were indicated in Test WES, the default options were ship to district and a delivery window of Feb. 22–24.

Districts can track the shipment status in PearsonAccess Next 2–3 days prior to the arrival date. For more information, refer to [Viewing Test Material Reports and Tracking Information](#).

## **Receiving and Inventorying Test Materials**

MCA paper test materials and MTAS test materials will be boxed separately and have different packing lists and security checklists. Use these lists to inventory all materials received; electronic copies of each school's security checklists are also available on PearsonAccess Next.

The security of the test materials must be maintained when inventorying and organizing, and all secure test materials must be kept in a secure, locked location until testing. For more information, refer to the [Receiving Secure Test Materials guide](#) or the *Handling Secure Paper Test Materials*—an optional module in the [Training Management System \(TMS\)](#) on the Other Trainings tab, under the District-Assigned Trainings category.

Note: Starting Monday, Feb. 28, UPS will require signatures for delivery confirmation. Due to COVID-19, UPS had previously entered the name of the person who receives test materials into their device instead of asking for a signature. Ensure someone is available to receive test materials when they are delivered. If your district has a policy in place that allows UPS to deliver packages without a record of receipt, your district is assuming responsibility for the receipt of materials as recorded by UPS.

## **Additional Orders in PearsonAccess Next Reminder**

For step-by-step instructions on placing an additional order, refer to the [Ordering Additional Test Materials](#) guide. For any questions about placing additional orders, contact the Pearson help desk at 888-817-8659 or submit a [Pearson help desk request](#) online.

Note: When ordering a script for Mathematics MCA (MS), the MS accommodation code must be indicated in Test WES, but the 12-point font test book and the script will not be automatically sent. Instead, they need to be ordered separately in PearsonAccess Next.

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## ***Incompatible Codes in Test WES Reminder***

Some accommodations and linguistic supports can be used together, but others cannot. In Precode Search and Edit, you cannot save a record if conflicts exist. Similarly, these conflicts will cause an error when uploading a file in Precode Download/Upload.

As accommodation and linguistic supports are reviewed in preparation for testing, refer to the appendix of the *2021–22 Test WES Pretest Editing User Guide*, which is available on the [Test WES](#) page of the MDE website, for detailed information on code conflicts and which code to indicate.

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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).