

AN UPDATE FROM STATEWIDE STUDENT ASSESSMENT AND DATA ANALYTICS—MARCH 31, 2021

QUICK LINKS	IMPORTANT DATES
<ul style="list-style-type: none"> • New DAC Q&A Webinar Registration • Required District Test Security Procedure • ACCESS/Alternate ACCESS Reminders • Ordering MTAS Test Materials Reminders • Training Requirements and Confirmation Reminder • Cell Phone and Device Policy Reminder • Students Who Have Finished Testing Reminder • Online MCA Location Question Reminder • Odds and Ends 	<p>April 9: Additional orders window closes for ACCESS and Alternate ACCESS</p> <p>April 16: Testing window closes for ACCESS and Alternate ACCESS</p> <p>April 23: Deadline to ship ACCESS and Alternate ACCESS materials back to DRC.</p> <p>March 8–May 21: MCA and MTAS testing window</p>

New DAC Q&A Webinar Registration

The New DAC April Q&A webinar will be held on April 13, from 2–3 p.m. [Register for the New DAC Q&A Webinar](#). Details for joining the webinar will be provided once participants register.

The April New DAC Q&A has one prerequisite as DACs prepare for the end of the ACCESS and Alternate ACCESS testing window: Chapter 10 of the [Procedures Manual](#). In addition, MDE will answer any questions related to test administration. Experienced DACs are also welcome to attend. [Submit your questions for the April webinar](#).

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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 procedures, 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. Note: The logistics for this year's test administrations may require some changes in procedures; while districts and schools may choose to document these changes, MDE does not require that the test security procedure is updated to reflect them.

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Posttest Editing

Posttest Editing in Test WES will be take place June 7–25. Posttest Editing is an important window that gives districts the opportunity to update assessment records, correct demographic errors (e.g., wrong MARSS number or birth date), and enter test codes as needed, with help from the MARSS Coordinator or others familiar with the students.

The Extenuating Circumstances test codes will be available to indicate during Posttest Editing to document students who did not test or were unable to finish their test due to COVID-19. Detailed directions will be provided in the *2020–21 Test WES Posttest Editing User Guide*, which will be available prior to the opening of Posttest Editing.

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ACCESS/Alternate ACCESS Reminders

Required Demographic Information

If you did not receive a preprinted label for a student, a District/School label must be used with the student's demographic information indicated on the test booklet. Both the front and back of the test booklet contain many student demographic information fields, but not all data fields are required. For Minnesota, only the following student information is required. Ensure the information indicated matches MARSS:

- Last Name
- First Name
- Middle Name
- District Name
- School Name
- State Name Abbreviation
- Birth Date (MM/DD/YYYY)
- Grade Level
- Gender
- State Student ID Number (MARSS number)
- District Student ID Number (MARSS local use number; if used in the district)

Additional Orders Window

Districts can order paper test materials for ACCESS or Alternate ACCESS in WIDA AMS until April 9. Please contact DRC at 855-787-8615 or WIDA@datarecognitioncorp.com with any questions about ordering additional materials. Orders should be completed at the district level and not for individual school sites.

Testing Window and Return of Secure Materials

The last day of the ACCESS and Alternate ACCESS testing window is April 16. All tests must be completed by then.

The deadline for shipping all ACCESS and Alternate ACCESS secure test materials back to DRC is Friday, April 23. You must contact UPS at 866-857-1501 the day before you want a pickup scheduled. Refer to the [After Testing tutorial](#) or the *Returning Materials (After Testing)* section of the [District and School Test Coordinator Manual](#) for instructions on returning materials.

Non-Secure Materials

To reduce shipping costs, the following materials can be recycled: *District and School Test Coordinator Manuals*, *Test Administrator Manuals*, *Grades 4–12 Online Test Administrator Scripts*, and school box range sheets. Any unused booklet labels must be securely disposed of because they contain student information.

Early Student-Level Results

For ACCESS and Alternate ACCESS, an Excel file of early student-level results will be available on June 7 in Test WES. These results can be shared with students, families, and staff for instructional purposes. However, districts should not use this file to calculate school or district summaries to share with the public. Early results are not final: while the score of the student is final (except in very special circumstances), actions taken during Posttest Editing (e.g., district making changes to student information, validations against MARSS to confirm EL designations) could affect final results.

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Ordering MTAS Test Materials Reminders

Additional orders must be placed in PearsonAccess Next by staff with a DAC or AA user role if MTAS test materials are needed for any of the following reasons:

- The district decided not to receive MTAS test materials in the initial test materials shipment (a decision made during Pretest Editing prior to Jan. 22).
- Students are newly enrolled or have changes in accommodations or test assignments.
- Students require the MTAS Presentation Pages and Response Option Cards for reading in a symbol format.

Updates made in Test WES to MTAS test assignments will not trigger an additional order; all additional orders must be placed in PearsonAccess Next in addition to indicating MTAS in Test WES.

Additional orders can be placed until **noon** Wednesday, May 19, so that test materials arrive in time for test administration. Orders can be sent either to the district or a specific school.

Note: When placing an additional order, be sure the **MTAS 2021** test administration is selected in the black bar at the top of the page in PearsonAccess Next. For step-by-step instructions on placing an additional order in PearsonAccess Next, 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](#).

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Training Requirements Reminder

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 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.

Training requirements are described in the [Procedures Manual](#), starting on page 152. In addition to the trainings specified by role in the *Procedures Manual*, remember that districts must also ensure they are providing information or training on their district- or school-specific policies and procedures for testing.

MDE also requires the DAC to complete certain training requirements, which are described in the *Procedures Manual*, as well as in the [Resource Overview for District Assessment Coordinators](#) located under the District Assessment Coordinator Resources expandable header.

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Cell Phone and Device Policy Reminder

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 171.

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 Administrator/Test Monitor must ensure the device is not accessed for other purposes.

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Students Who Have Finished Testing Reminder

There have been questions from districts about MDE’s policy regarding which students are allowed in the testing room. This policy is included in the [2020–21 Minnesota Assessments Guidance during COVID-19](#).

There is additional flexibility this year to allow for students who are not testing to be in the room with students who are testing. While it still is a best practice that students who are not testing are not allowed to be in the testing room, MDE understands that this may not be possible due to staffing and other concerns specific to this year. Ensure Test Administrators and Test Monitors are able to actively monitor students and maintain test security throughout in-person testing.

Note: The exception to this policy is for the ACCESS Speaking domain. Only students who have already completed the Speaking domain may be in the room; since students could hear other students’ responses, they are not allowed to be in the room if they still need to complete testing.

Students who are in the room but are not testing must follow the requirements for activities outlined in Chapter 8 of the *Procedures Manual*: students may read a paper book, work on activities on paper that are not related to the domain or subject(s) being tested, or sit quietly. Note that students may read a paper book, even if reading is being tested, but textbooks for any subject(s) being tested are not allowed. If multiple subjects are being tested (e.g., during a make-up session), the materials students can use must be taken into consideration. Cell phones or other devices (including wearable technology) cannot be used at any time, even if the student has completed testing or is working on something unrelated.

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Online MCA Location Question Reminder

Though there is no remote administration, a question about the location where the test is being taken still appears in students online MCA tests. The question asks if the student is taking the test today “at school” or “somewhere else.”

In the [Testing Directions: Online](#) there is a script box that the Test Monitors must read aloud, where students are directed to **select “at school.”** Students who take their online MCA in a different physical location than where they typically receive instruction (i.e., distance learners or students in an online school) may need additional clarification by the Test Monitor during that part of the directions.

Pearson will be sending a weekly report to MDE indicating test sessions where the student response was “somewhere else” throughout the test window. If a high number of students respond with “somewhere else,” MDE may contact the DAC to confirm where students tested to ensure test security has been maintained (i.e., students tested in person with a Test Monitor).

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Odds and Ends

Virginie Sanchez, who answers the majority of the phone calls and emails districts have about testing, will be out of the office April 5–9. Statewide Student Assessment staff will answer questions from districts sent to mde.testing@state.mn.us.

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STATEWIDE STUDENT ASSESSMENT AND DATA ANALYTICS

Minnesota Department of Education

education.mn.gov > Districts, Schools and Educators > Teaching and Learning > Statewide Testing

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