

AN UPDATE FROM ACADEMIC STANDARDS, INSTRUCTION AND ASSESSMENT—APRIL 20, 2022

QUICK LINKS	IMPORTANT DATES
<ul style="list-style-type: none"> • Parent/Guardian Participation Guide and Refusal Information • Test Security Reminder • Students Who Have Finished Testing • Data Entry for MCA and MTAS • Monitoring Testing Progress • Confirmations in Test WES • Upcoming Opportunities 	<p>May 3 (noon): Deadline for ordering additional Reading and Mathematics MCA, and Reading, Mathematics, and Science MTAS test materials</p> <p>May 10 (noon): Deadline for ordering additional Science MCA test materials</p> <p>May 6: Last day of the Reading and Mathematics MCA, and Reading, Mathematics, and Science MTAS testing window</p> <p>May 13: Last day of the Science MCA testing window</p>

Parent/Guardian Participation Guide and Refusal Information

The updated version of the *Parent/Guardian Participation Guide and Refusal Information* has been posted to the [Students and Families Statewide Testing](#) page of the MDE website (under the Student Participation expandable header). This version of the form will be used for the 2022–23 school year and must be included in the 2022–23 student handbook. MDE will communicate in a future *Assessment Update* when translations in languages other than English are available. The 2021–22 version of the form will remain posted on the MDE website, along with translations, until the testing windows close.

Note: If parents/guardians submit the updated form for this year’s test administrations, districts may accept it as documentation if they choose.

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Test Security Reminder

Students may NOT use or access cell phones, wearable technology, or any other devices at any time during a testing session, including during breaks and even if the student has exited or submitted the test. Cell phones or other devices must not be used in the testing room.

Districts must implement policies and procedures restricting student access to cell phones and other devices during test administration in order to maintain test security and prevent disruptions for other students. Examples of district procedures include collecting student phones and wearable technology, verifying phones are turned off, or requiring students to store phones and other devices so they are inaccessible during test administration.

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Students Who Have Finished Testing

Students who have finished testing in a previous test session are not allowed to be in the testing room on subsequent days of testing. MDE understands that these policies can lead to some scheduling and logistics challenges for districts, but these test security policies are consistent with those in states across the nation and come directly from recommendations by nationally recognized test security experts.

- Students who are not testing may cause a distraction for students who are still testing. As the number of students who have completed testing increases, students who are still testing may feel pressure to rush and finish their test, which is not conducive for a positive testing experience. In addition, it may be difficult for students who have finished testing previously to remain quiet throughout subsequent test sessions.
- Students who are in the testing room but not actively testing have additional access to test content that they would not if they were no longer in the testing room. This increases the risk for test security violations and invalidations due to cheating (for example, a student who is not testing sees test content and provides an answer to a student who is still testing) or device usage (for example, a student who is no longer testing may be more likely to access a prohibited device).

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Data Entry for MCA and MTAS

Districts must enter all student responses from MCA paper test books and all MTAS scores in PearsonAccess Next by 7 p.m. on **May 6**. Pearson does not scan any test books for student responses or scores. As the testing windows progress, ensure staff know the district or school procedure for data entry.

Only students with accommodations that require data entry will be eligible to be added to a MCA Data Entry test session. Only students assigned to MTAS will be available for MTAS Data Entry. Districts must enter accommodations or change test assignment from MCA to MTAS in Test WES at least one business day before

attempting data entry. Refer to the [2021–22 Test WES Pretest Editing User Guide](#), [MCA Data Entry User Guide](#) and the [MTAS Data Entry User Guide](#) for more information.

Note: While MCA test books are required to be returned to Pearson as they are secure materials, MTAS Data Collection and Learner Characteristics Inventory Forms are not sent back to Pearson. Districts must keep them on file after entering scores online in case there are any questions about the scores/data entered. The retention duration is one year after the end of the academic school year in which testing took place.

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Monitoring Testing Progress

Operational Reports in PearsonAccess Next

For MCA and MTAS, operational reports are available in PearsonAccess Next to help staff monitor testing progress. Information on specific operational reports, and tips on when to use the report, can be found in the *MCA Online Testing User Guide*, *MCA Data Entry User Guide*, and *MTAS Data Entry User Guide*, posted on the [User Guides](#) page of the PearsonAccess Next website.

Note: If a student moves into your district from a different district and does not appear in PearsonAccess Next for you to add to a test session, view the *Student Tests Not Associated with the Student Organization* operational report in PearsonAccess Next (under Reports > Operational Reports in the Online Testing category).

Dashboards in PearsonAccess Next

New for 2021–22: DAC and Assessment Administrator (AA) users have access to dashboard views in PearsonAccess Next (under Dashboards > Dashboards) to assist with verifying MCA test session and test status and MTAS test status. Refer to the View Dashboards section of the *MCA Online Testing User Guide*, *MCA Data Entry User Guide*, and *MTAS Data Entry User Guide*, posted on the [User Guides](#) page of the PearsonAccess Next website, for more information.

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Confirmations in Test WES

Districts use the District Confirmations page in Test WES to confirm the following statements; the deadline for checking the box next to these confirmations in Test WES is May 6.

- All staff involved with statewide testing have completed required trainings prior to test administration, including the DAC.
- All students in the district being administered the MTAS will meet all eligibility requirements at the time of testing.

Note: Districts that want to receive adhesive student results labels with test score information for the MCA/MTAS must indicate it on the District Options page in Test WES by June 10. Student results labels are provided for every student tested at the end of August. These labels can be used on student permanent hard-copy files. The default option is set as no, and districts must change the selection to receive the labels. It is not possible to order these MCA/MTAS adhesive student results labels after June 10.

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Upcoming Opportunities

April Q&A Webinar for New DACs

The April New DAC Q&A webinar will be held on Tuesday, April 26, from 2–3 p.m. It will focus on entering and verifying reimbursement requests in the Graduation Requirements Records (GRR) system. General questions about MCA and MTAS test administration will also be addressed. Experienced DACs are also welcome to attend. [Register for the April New DAC Q&A Webinar.](#)

The following GRR resources are the prerequisites: the [Graduation Requirements Records \(GRR\) User Guide](#) and the *MDE Graduation Requirements Records (GRR) Training*, which is posted in the [Training Management System \(TMS\)](#) on the District Assessment Coordinator tab under the MDE Recorded Webinars category.

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

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Minnesota Department of Education

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

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