mn DEPARTMENT OF EDUCATION

Assessment Update

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Science MCA Testing Window Online Testing and Data Entry Deadlines

This Friday, May 13, is the close of the testing window for Science MCA. All online testing for Science MCA must be completed by 5 p.m. **this Friday, May 13**. All student responses in paper Science MCA large print or braille test books must be entered in TestNav by 7 p.m. this **Friday, May 13**.

Manually Adding Students and Updating Information in Test WES for the Science MCA

Tomorrow, Thursday, May 12, is the last date to complete the following changes in Test WES:

- Add students manually to your precode file.

- Change the send indicator for high school Science MCA.

- Indicate accommodation/linguistic support codes.

2022 Minnesota PearsonAccess Next Survey

Please share this information within your district, as needed.

To evaluate and improve its system and resources to better meet customer needs, Pearson will be emailing a PearsonAccess Next survey to all staff with a PearsonAccess Next user account on Monday, May 16. The survey will be tailored by user role: District Assessment Coordinator, Assessment Administrator, Test Monitor/Data Entry, and MTAS Score Entry. Note: If the user has multiple user roles in PearsonAccess Next (that is Test Monitor/Data Entry and MTAS Score Entry user roles), the user will receive multiple surveys. The survey will take about 5 to 10 minutes to complete and will close on Friday, May 27.

MDE and DAC Coffee Break and Sharing

MDE will be holding the MDE and DAC Coffee Break and Sharing session on Thursday, May 19, from 2–3:30 p.m. This time is intended for DACs to share information and experiences from this year's test administrations with their fellow DACs from across the state and MDE. MDE will also gather some information to inform next year's resources and trainings.

This Coffee Break is optional; simply a time to connect and share experiences and successes. MDE will not provide any training or new information, and it will not be recorded. This event will be hosted on ZoomGov, a Zoom platform for government agencies, and registration will not be required. To access the Coffee Break on May 19, please use the information provided below.

- [Join ZoomGov Meeting](#)

- Meeting ID: 161 253 7088

- Passcode: 154965

May Q&A Webinar for New DACs: Registration

The May New DAC Q&A webinar will be held on Tuesday, May 24, from 2–3 p.m. It will focus on wrapping up test administration and Posttest Editing. [Register for the May New DAC Q&A Webinar](#). Details for joining the webinar will be provided once participants register. Experienced DACs are also welcome to attend.

The following resources are prerequisites: Chapter 10 of the *Procedures Manual* and the *Posttest Editing 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 DACs to prepare for the webinar. After reading Chapter 10 and watching the Posttest Editing Training, submit questions for the New DAC Q&A Webinar.

Guidance for Test Codes

As you prepare for Posttest Editing, the following article provides guidance on test codes for all MCA and MTAS. This guidance was first shared in the Feb. 16 *Assessment Update*.

EXC Test Codes

In spring 2020 and 2021, the Extenuating Circumstances test codes (EXC-N, not attempted, and EXC-A, attempted) were available to document that tests could not be attempted or completed due to COVID-19. These EXC test codes are not available for spring 2022.

Existing Test Codes

All of the existing test codes should be applied consistent with the definitions in Chapter 9 of the *Procedures Manual*. However, the following guidance may be used when considering situations that may not be addressed in the manual, such as student absences due to quarantines and students who are enrolled in online programs.

- For students attending school in person:

    o If a student is absent due to required quarantine at the time of testing and unable to make up the test before the end of a testing window, the ABS (absent) test code should be indicated during Posttest Editing in Test WES.

    o If a student has started testing, is absent due to required quarantine, and unable to complete the test before the end of a testing window, no test code is indicated and the portion completed is scored.

    o Note: The same guidance applies if a classroom, school, or district is required to temporarily move to online learning during the testing windows and unable to start or complete testing.

- For students attending an online program:

    o In terms of refusals, the applicable refusal test code should only be indicated if it is the assessment itself that is being refused. The test codes are REF-P (refusal by parent/guardian) and REF-S (refusal by student).

    o If the district has received a refusal that they determine is more related to concerns for health and safety or other logistics (e.g., distance from testing site), the ABS (absent) test code may be more appropriate. Similarly, if the district arranges logistics for testing and a student does not

show up, the ABS test code may be most appropriate if there is no communication about the test itself.

Districts will make determinations on which test codes to apply, as needed for their situations. Note that there is no difference in terms of how refusal or absent test codes are handled for accountability purposes, and differentiating between the two is more for district data collection and analysis. For more information on accountability calculations, refer to Accountability Indicators page of the MDE website or contact mde.essa@state.mn.us.

Returning Secure Test Materials

All secure test materials must be shipped to Pearson via UPS by **this coming Monday, May 16**.

For more information, access the *Returning Secure Test Materials* document. For questions, contact the Pearson help desk at 888-817-8659 or submit a Pearson help desk request online.

Notes: MTAS Learner Characteristics Inventory (LCI) and Data Collection Forms must stay on file at the district for one year. Any related materials to late score entry requests submitted to Pearson must be sent directly to the Minnesota Program Team. Refer to the following article on late score entries for the address and additional information

Late Score Entries for MCA and MTAS

If student responses in MCA paper accommodated test books or score data for MTAS were not entered during the testing window, districts can contact Pearson to arrange for a late score entry. There is a $125 fee for late score entry for up to 10 students after the close of the applicable test window. See the *Request for Late Score Entry Form* on page 249 of the *Procedures Manual* for instructions regarding the return of late score entry materials (PearsonAccess Next > Resources & Training > Policies and Procedures).

Pearson must receive all Request for Late Score Entry Forms and **related testing materials** (e.g., MTAS Data Collection Forms, paper test books with student responses) **no later than noon on Wednesday, May 25**, to ensure the late score entry can be completed.

Requests for a late score entry made after May 25 will not be entered in time for districts to verify the records during Posttest Editing, be included in accountability calculations, and there will be no Individual Student Report (ISR) produced for these students. Pearson will continue to accept and enter late score requests until Oct. 12.

Identifying Late Score Entries and Test Materials

It is important that the need for a late score entry request is identified as soon as possible (e.g., by verifying with school staff, checking that all students have scores in On-Demand Reports).

- If you have not returned test materials, it is important that test materials related to late score entry requests be shipped directly to the Minnesota Program Team (2510 North Dodge Street, Iowa City, IA 52245).

- Materials that have already been shipped back by the district using the normal UPS return process are sent to Pearson's warehouse. If you have already sent materials to Pearson's warehouse, it is important that you request a late score entry as soon as possible. The Pearson Minnesota Program Team will work with warehouse staff to identify and gather these materials; however, there is no guarantee the materials will be located and entered in time for Posttest Editing.

Late Score Entries in Posttest Editing

The table below provides the dates when data entered through the late score entry process will be available in Posttest Editing. There are no additional data loads in Posttest Editing for ACCESS and Alternate ACCESS.

DATE AVAILABLE IN POSTTEST EDITING	READING AND MATHEMATICS MCA	SCIENCE MCA	ALL SUBJECTS MTAS
By June 1	Late score entry requested May 9–18 (noon)	Late score entry requested May 16–18 (noon)	Late score entry requested May 9–18 (noon)
By June 7	Late score entry requested May 19–25 (noon)	Late score entry requested May 19–25 (noon)	Late score entry requested May 19–25 (noon)

Entering Reimbursement Requests in GRR

Districts that have received assessment results for the college entrance exam they administered (ACT or SAT) should enter requests for reimbursements in the Graduation Requirements Records (GRR) system for eligible students. If a district has not previously received reimbursement for a grade 11 or grade 12 student, the following criteria applies to reimbursement requests:

- Districts will be reimbursed for students eligible for a free/reduced-priced meal (FRP) who are entered into GRR.

- Districts may also be reimbursed (on a prorated basis if necessary) for students who are unable to pay for the exam. Districts must determine the criteria for unable to pay and enter those requests in GRR.

Districts must submit eligible reimbursement requests no later than Sept. 9. Note: After requesting reimbursement, the district should confirm expected records using the reimbursement reports, which are refreshed each morning.

- The *Claimed Student Detail Report* shows the records that will be reimbursed and provides the reason for any record that will not be reimbursed.

- The *Estimated Student Amount Report* gives an estimate of the total reimbursement amount.

Resources

More information is in the [*Graduation Requirements Records (GRR) User Guide*](#) and in 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.

Alternate ACCESS for ELLs Field Test in 2023

The Advancing ALTELLA team, which is powered by WIDA staff, is working hard to redesign Alternate ACCESS for ELLs, including expanding the test to cover kindergarten and creating a brand-new Alternate ACCESS screener. These newly developed test items need to be vetted by you and your students. To that purpose, a standalone field test will be part of administration of the Alternate ACCESS for ELLs in spring 2023. While the Alternate ACCESS testing window will be January 30–March 24, 2023, the standalone field test can be taken anytime February 14–April 17, 2023.

All students with the most significant cognitive disabilities in grades K–12 who are eligible to take Alternate ACCESS for ELLs will be required to participate in the standalone field test.

For up-to-date information, refer to the [Alternate ACCESS for ELLs Field Test webpage](#).

COMPASS Cohort Launch: Student Agency in Learning (SAIL) Pilot

When teachers implement formative assessment practices as a process, in collaboration with their students, it can have powerful effects on student learning. Part of COMPASS includes building capacity at the local level for Data and Assessment Literacy. To support districts and schools in this work, MDE and WestEd are launching a year-long formative assessment cohort pilot.

In the 2022–23 school year, up to 20 teams of educators and leaders from across the state will have the opportunity to join Minnesota's first [Student Agency in Learning (SAIL)](#) cohort pilot through COMPASS. Teachers will participate in continuous learning cycles of new content, the application of formative assessment skills in the classroom, community of practice meetings, and self-reflection on progress within a blended, digital and in-person learning design. The blended learning design encourages teachers to take risks and integrate new content with existing expertise, while also developing an awareness of where they will lean in to improve student outcomes.

Leaders play a significant role in supporting the opportunities, culture and conditions that advance teacher learning. Schools that are most successful in SAIL have teachers and leaders working alongside one another to learn about and support the changing roles of students, through formative assessment. Each school-based team should include one school system leader, one school leader, and three to five teachers.

There will be an informational meeting for school and district leaders who would like to learn more about this opportunity on Tuesday, May 24, from 10–11:30 a.m. Please [register for the informational meeting](#) if you would like to attend.

To apply, school leaders should complete the [interest form](#) by **June 16**.

For more information about [SAIL](#) and additional COMPASS Data and Assessment Literacy Pathways, visit [Testing 1, 2, 3](#) or contact [Kendra Olsen](#).

Upcoming Opportunities

Webinar on 2022-23 DRC Technical Enhancements

Join WIDA and DRC for a presentation on some new features coming to WIDA AMS in 2022–23. The [DRC Technical Enhancements for 2022-23](#) webinar will take place Tuesday, May 17 from 1–2p.m. and will cover the following:

- A new look to the WIDA AMS landing page

- Easily accessible logins for Test Practice and Sample Items with accommodations

- Enhanced DRC Customer Service features and resources, including Knowledge Articles

- A Test Monitoring Application that allows you to see at a glance how students are progressing during test administration

More information and login details can be found on the Webinars page of the [WIDA Secure Portal](#).

The recordings for WIDA Q&A Webinars are posted to the WIDA Secure Portal on the Webinars page within a week of the presentation.

ACADEMIC STANDARDS, INSTRUCTION AND ASSESSMENT

Minnesota Department of Education

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.