AN UPDATE FROM ACADEMIC STANDARDS, INSTRUCTION AND ASSESSMENT—MAY 26, 2021

| QUICK LINKS | IMPORTANT DATES |
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| <ul><li>Posttest Editing Training</li><li>Clarification on Results Release</li><li>Resources for Statewide Assessment Results</li><li>Late Score Entries for MCA and MTAS</li><li>Pearson Survey Closes June 4</li><li>Preliminary Student-Level Results for MCA and MTAS</li><li>Upcoming Opportunities</li></ul> | *June 7: Early student-level results for ACCESS and Alternate ACCESS available in Test WES*<br><br>*June 7–June 25: Posttest Editing in Test WES*<br><br>*June 9: Deadline to submit late score entry requests for MCA paper test books or MTAS score data*<br><br>*June 11: Deadline to confirm if the district wants to receive student results labels and paper copies of ISRs in Test WES* |

# Posttest Editing Training

The Posttest Editing Training webinar will be held on Monday, June 7, from 9–11 a.m. This training will address what is different this year due to the unique circumstances, but will also provide a full training for New DACs on Posttest Editing functionality. Experienced DACs are welcome to attend this training, especially due to the changes for this year, but they can also review the changes in the forthcoming user guide.

A pre-recorded version of the training will posted in the Training Management System (TMS) on June 4.

Register for the Posttest Editing Training. Details for joining the webinar will be provided once participants register.

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# Clarification on Results Release

The following is a clarification to the information provided in the *May 12 Assessment Update* regarding the release of results in service provider systems and the public release of results.

- Embargoed final assessment results will be available in PearsonAccess Next (MCA/MTAS) and WIDA AMS (ACCESS/Alternate ACCESS) on the same date paper Individual Student Reports (ISRs) are shipped to districts, Aug. 26.
- The public release of results will not include accountability results.

The table below includes the correct dates and information; it is also available in the revised version of the *2020–21 Important Dates* posted on PearsonAccess Next.

| DATE | DESCRIPTION OF RESOURCES OR EVENT |
|---|---|
| Wednesday, July 14 | District and School Student Results (DSR and SSR) files available for district download. These files provide embargoed final individual student results. |
| Friday, Aug. 6 | Test Results Summary files available for download. These files provide embargoed summary results. |
| Thursday, Aug. 26 | Individual Student Reports (ISRs) arrive in districts. Embargoed assessment results available in PearsonAccess Next (MCA/MTAS) and WIDA AMS (ACCESS/Alternate ACCESS). |
| Week of Aug. 30 (Tentative) | Media receives access to embargoed assessment downloadable data file including state, all districts, and all school-level data. Public release of assessment results in Data Center. |

# Resources for Statewide Assessment Results

MDE is preparing a number of new resources to help districts and schools appropriately and effectively use this year's statewide assessment results, in addition to resources that are provided annually. These resources are described by category below. As they are available, they will be communicated through the *Assessment Update*.

## One-Page Resources

MDE is developing a series of one-page resources to accompany each part of the reporting process to provide additional support to district staff who will be using the results and for families who receive their student's results.

The following one-page resources are being developed for DACs and other district staff using the results available to districts and schools; they will be available by the time of the respective results release.

- *Using Preliminary Results* (currently available on the [District Resources page](#) under Test Score Interpretation Resources and on the [Testing 1, 2, 3 website](#))

- *Using District and School Student Results (DSR and SSR) Files*

- *Using Test Results Summary*

- *Using Public Data*

The following one-page resources are being developed for families and will be translated. These resources will be available at the end of August when Individual Student Reports (ISRs) are provided to districts, and they may be shared with families in addition to ISRs.

- *Using Individual Student Reports – ACCESS and Alternate ACCESS*

- *Using Individual Student Reports – MCA and MTAS*

## Trainings

MDE will be providing the following training opportunities for DACs. Each of these trainings will be recorded and posted to the Training Management System (TMS) for DACs who are unable to attend the live webinar sessions. The *[MDE District Assessment Coordinator Webinars and Trainings](#)* document will be updated to reflect these new trainings, and registration links will be provided in the *Assessment Update*.

- The *Overview of Reporting Resources* training will provide more information on forthcoming resources and context for using this year's statewide assessment results.

  o Tuesday, June 15, from 2–3 p.m.

- The *New DAC Reporting Training 1: Secure Systems, District and School Student Results (DSR/SSR) Files, and Reporting Stages* training is the first of two trainings geared to new DACs about reporting.

  o Tuesday, July 13, from 2–3:30 p.m.

- The *New DAC Reporting Training 2: Test Results Summary Reports and Public Reporting* training is the second of two trainings geared to new DACs about reporting.

  o Tuesday, Aug. 3, from 2–3 p.m.

Note: An additional session is planned for late August to prepare for the release of statewide results and public release of district and school results. The date, format, and time are still to be determined.

## Guidance and Context Document

MDE will be providing a *2021 Statewide Assessment Reporting Guidance* document that will provide guidance for districts with information on using 2021 results appropriately and in context. MDE is planning on releasing information in this document in phases; the first phase is planned to be available by July 6, and the second phase is planned to be available near the end of August.

**Toolkits**

MDE is developing two toolkits that will outline the available resources provided by MDE intended to help districts communicate assessment information with families. These toolkits will be available at the time of the public release of results and are organized by audience.

- The Educator and School Leader Toolkit will include new and existing information to help educators and administrators communicate assessment information to parents and families. The toolkit will include resources like handouts, discussion starters, and template letters.
- The Family toolkit will include a list of new and existing resources that can be shared directly with parents and families to help them understand statewide assessment results. The toolkit will include links to interpretation resources, tips for talking to their student about test results, FAQs, and resources for helping their students at home. These resources are intended to be used along with information from their school and teachers.

# Late Score Entries for MCA and MTAS

If student responses in MCA paper test books or MTAS score data 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 and a purchase order (PO) made payable to Pearson must be included with the form(s). Detailed instructions regarding the return of late score entry materials are available on the *Request for Late Score Entry Form*, located on page 239 of the *Procedures Manual*.

The Minnesota Program Team must receive all Request for Late Score Entry Forms **and** related testing materials **no later than 5 p.m. on Wednesday, June 9**, to ensure the late score entry can be completed in time for Posttest Editing and for the student to receive an Individual Student Report.

# Secure Test Materials Deadline

All secure MCA and MTAS test materials required to be returned to Pearson **should have already been shipped back** to Pearson via UPS. If you still have secure test materials at your district, you must return them as soon as possible. For more information, refer to the *Returning Secure Test Materials* user guide, or contact Pearson at 888-817-8659 or submit a Pearson help desk request.

Note: If you have any test materials related to late score entry requests, send those materials directly to the Pearson Minnesota Program Team. Refer to the *Request for Late Score Entry Form*, located on page 239 of the *Procedures Manual*, for detailed instructions and address.

Materials that require secure disposal, including student testing tickets, scratch paper, and MTAS Response Option Cards, should have been securely disposed of. If you still have these secure test materials, please securely dispose of them as soon as possible.

### Secure Materials Status Report

Beginning June 2, users with the District Assessment Coordinator (DAC) or Assessment Administrator (AA) user roles in PearsonAccess Next can access the *Secure Materials Status Report* to track the return of secure materials as they are scanned at Pearson. This report can be used to identify any discrepancies between the materials returned and materials received.

Note: Materials are removed from the report once scanned by Pearson's warehouse. Allow several days after shipping materials to Pearson for the materials to be removed from the report. Refer to the *Accessing the Secure Materials Status Report* user guide for more information

# *Pearson Survey Closes June 4*

On May 25, Pearson emailed a survey via SurveyMonkey to staff with the District Assessment Coordinator (DAC) and Assessment Administrator (AA) user roles in PearsonAccess Next. This feedback plays an important part in planning for next year's test administrations. This survey will take about 5 minutes to complete. Pearson appreciates your feedback. Note: If you did not receive a survey in your email inbox, please check your spam or junk folder.

# *Preliminary Student-Level Results for MCA and MTAS*

Information on preliminary student-level results is available in the *Procedures Manual*, starting on page 212; a new resource about preliminary results is also available on the District Resources page under Test Score Interpretation Resources and on the Testing 1, 2, 3 website. It is up to the district to determine how preliminary student results will be shared.

- Preliminary student assessment results can be shared with students, families, and staff for instructional purposes. However, especially this year, it is important to use and share these results in context; for example, how did changes in the instructional schedule and learning mode affect student learning? If using data as part of your decision making for curriculum and instruction, it is recommended to wait until summer when final test results are available.

- Preliminary student assessment results should not be discussed in public forums (e.g., on social media), reflected in public meeting minutes (e.g., school board meetings), or shared with the general public or media until the final assessment results have been released publicly. If sharing preliminary results with staff, ensure that staff understand that "abiding by the embargo" means they cannot discuss or share

results with others or the general public before the public release of results. In addition, participation data are a portion of assessment results, and participation information is embargoed until MDE releases publicly.

- While preliminary results may be shared with school board members, school officials, and charter school authorizers, all requirements outlined in *Sharing Students' Private Information Outside the School and District* in Chapter 11 of the *Procedures Manual* must be followed, including collection and retention of non-disclosure agreements for sharing results. Note: The requirement for a data privacy and non-disclosure agreement is specific to school officials and not all district and school staff. Districts should follow their district data privacy policies and procedures for district and school staff who have access to embargoed results.

Note: Individually-identifying student results should not be shared publicly at any point as required under FERPA regulations. Student-level results should only be shared with those who have a legitimate educational interest or others who are permitted by the Minnesota Government Data Practices Act or FERPA to access private educational data

# *Upcoming Opportunities*

## MDE and DAC Coffee Break and Sharing

As few new policies or resources for test administration were created this year, in place of feedback sessions, MDE will be holding a *MDE and DAC Coffee Break and Sharing* webinar on Tuesday, June 1, 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 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 get together and share experiences and successes. MDE will not provide any training or new information and it will not be recorded.

Register for the MDE and DAC Coffee Break and Sharing Webinar. Details for joining the webinar will be provided once participants register. Note: If you join on a mobile device, you may have limited ability to join the breakout sessions.

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ACADEMIC STANDARDS, INSTRUCTION AND ASSESSMENT

Minnesota Department of Education

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

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