

AN UPDATE FROM STATEWIDE STUDENT ASSESSMENT AND DATA ANALYTICS—SEPTEMBER 30, 2020

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Procedures Manual for 2020–21 and Related Documents

The *2020–21 Procedures Manual for the Minnesota Assessments* will be posted by Friday, Oct. 2, on the [Policies and Procedures page](#) of PearsonAccess Next. Chapters and certain topics have been reorganized in this year’s *Procedures Manual* to better reflect the order in which a DAC is likely to need the information. Chapter 1, along with the typical overview of what is new, will include a table that provides a quick reference of these organizational changes.

Note: The 2019–20 version of the *Procedures Manual* is currently available, and it will be replaced when the 2020–21 version is posted.

The updated versions of the *District Test Security Procedure Template* and *Guidelines for Administration of Accommodations* will also be posted by Oct. 2 on the [Policies and Procedures page](#).

District Test Security Procedure Template

Additions to the list for 2020–21 *District Test Security Procedure Template* include:

- Determining a process for documenting reasons why students may not be participating in testing (e.g., parent/guardian refusals, medical excuse) and communicating this information to applicable school staff
- Determining a process for how information will be communicated to applicable school staff to ensure that students take the correct assessment (e.g., MCA or MTAS; ACCESS or Alternate ACCESS) and/or receive the general supports, linguistic supports, and/or accommodations required

Districts can use the sample district test security procedure template available on PearsonAccess Next or create their own procedure. However, MDE strongly recommends using the template in order to ensure all requirements are addressed completely. Districts that have used the template receive fewer recommended changes during MDE’s review of their test security procedures.

Guidelines for Administration of Accommodations

The *Guidelines for Administration of Accommodations* (formerly known as *Guidelines for Administration of Accommodations and Linguistic Support*) provides information for the administration of the MCA with a scribe, mathematics/science script, and signed interpretation. The applicable guidelines should be provided to Test Monitors administering these accommodations for review prior to testing.

Note: Changes to the guidelines are called out within the document.

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Infographics for DACs

The following infographics are available on the [District Resources page](#) under the District Assessment Coordinator Resources expandable heading; they may be particularly useful for newer DACs.

- *Getting Started in Your District Assessment Coordinator (DAC) Role* provides a quick reference for new DACs as they get started.
- *Statewide Assessments Systems Overview* provides a quick reference for new DACs on the systems used for statewide testing.
- *Statewide Testing Tasks: A Year At-A-Glance* provides an overview for DACs on the tasks for statewide testing.

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WIDA Webinar

WIDA will host the *Ordering Materials in WIDA AMS* webinar on Tuesday, Oct. 13, from 1–2 p.m. [Join the Ordering Materials in WIDA AMS webinar on Oct. 13](#). The webinar is designed for DACs and Test Administrators and will address the following topics:

- Ordering test materials for paper and online
- Monitoring order status
- Confirming shipping address
- Communicate ordering expectations

For a list of all of WIDA's planned webinars, the *2020-21 ACCESS and Screener Webinar Calendar* document is available on the [ACCESS Webinars page](#), which includes registration links. WIDA also posts recordings of their webinars on the ACCESS Webinars page for those who are unable to attend the live webinars.

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Day with DACs Survey

Thanks to all who participated in the Day with DACs webinar yesterday. If you attended the webinar and did not have a chance to complete the survey, consider [providing your feedback in the survey](#) as MDE values your input.

Note: The *Assessment Update* had announced a breakout session focused on parents/guardians would be available, and only a small number of registrants signed up for it. Due to this, the questions that would have been addressed in the parents/guardian breakout session are included in the survey to give DACs a chance to share their insights. The survey also includes questions focused on the overall webinar.

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MDE Employment Opportunity: Communications Specialist in Statewide Student Assessment (repeat)

The *Statewide Student Assessment and Data Analytics* division is currently seeking a communications specialist to work on the Program Management team. This position will be the main contact for District Assessment Coordinators (DACs), as Sequoia will soon be reducing his hours at MDE and shifting more time and attention to parenting and grad school. If you are interested (or know someone who may be interested) in a new and challenging opportunity, see the complete position description and application instructions on the State of Minnesota Careers website. The Job ID is 41601, and the posting is open until Oct. 8. Visit the [State of Minnesota Careers website](#) (<http://mn.gov/mmb/careers/>) for more information and to apply.

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Upcoming Opportunities

Virtual New DAC Orientation: Registration

MDE and Pearson will provide a virtual New DAC Orientation. In the past, this orientation was provided as an in-person, full-day session. For this year, in order to provide the best training experience for participants, the New DAC Orientation will be a virtual event spread across three days for a few hours each day, and each session will cover different topics. MDE recommends that DACs attend the live sessions, if possible, as they will include interactive information sharing as well as time to discuss topics with colleagues. However, the presentation will be recorded for each day's sessions if participants are unable to attend the sessions live. **Note: DACs should sign up for all three sessions, as each session will provide different information.**

MDE will provide an overview of the various roles and responsibilities of a DAC, the Minnesota Assessments, relevant MDE and WIDA systems, available resources, and training opportunities. Pearson will provide information on PearsonAccess Next, TestNav, reporting resources, and the Training Management System. Though designed as an introduction for new DACs in their first or second year, other relatively new DACs are also welcome to attend.

Registration links are in the following table. Details for joining the webinar will be provided once participants register. Contact mde.testing@state.mn.us to request a reasonable accommodation to participate in this event. Note: MDE requires a two-week advance notice to provide accommodations and 48-hour notice to cancel the request.

DATE AND TIME	TOPIC AND DETAILS
Session 1: Tuesday, Oct. 20 9–11 a.m.	Register for Session 1
Session 2: Wednesday, Oct. 21 9 a.m.–noon	Register for Session 2
Session 3: Thursday, Oct. 22 9–11:30 a.m.	Register for Session 3

WIDA eSummit

WIDA will host an eSummit for educators from Oct. 12–30. All Minnesota educators have access to this free virtual learning opportunity as long as they have a WIDA Secure Portal account. The content is designed to be relevant to all educators including content teachers. Since a WIDA Secure Portal account is required, DACs should work with their educators to provide or confirm accounts for those interested in this event. See [WIDA’s eSummit webpage](#) for more information.

If a DAC does not have access to the WIDA Secure Portal, contact mde.testing@state.mn.us to approve the creation of a DAC account. If DACs have questions with how to set up other accounts, contact WIDA at help@wida.us or 866-276-7735.

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Tech Update

WIDA Webinars

See the following WIDA webinars designed for Technology Coordinators:

- The *Software Updates & Technology Readiness Checklist* is Tuesday, Oct. 6, from 1–2 p.m. This webinar will provide information about Central Office Services (COS) layout, system requirements, the Technology Readiness Checklist, and DRC INSIGHT. [Join the Software Updates & Technology Readiness Checklist webinar on Oct. 6.](#)
- The *Technology Installations* webinar is on Thursday, Oct. 8, from 1–2:30 p.m. and will provide information about installing the various requirements on different types of devices (e.g., Chromebooks and iPads), as well as more information about updated system requirements. [Join the Technology Installations webinar on Oct. 8.](#)

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Minnesota Department of Education

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

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