

AN UPDATE FROM STATEWIDE TESTING—JANUARY 15, 2020

QUICK LINKS	IMPORTANT DATES
<ul style="list-style-type: none"> <li>• <a href="#">ACCESS and Alternate ACCESS Paper Test Materials</a></li> <li>• <a href="#">MDE Monitoring Test Administrations</a></li> <li>• <a href="#">Pretest Editing in Test WES</a></li> <li>• <a href="#">What's New and Changed for 2019–20</a></li> <li>• <a href="#">Growth Reporting Changes: Registration</a></li> </ul>	<p><b>Jan. 17:</b> Receive ACCESS and Alternate ACCESS paper test materials and student labels</p> <p><b>Jan. 17:</b> Additional orders window opens in WIDA AMS for additional paper test materials needed</p> <p><b>Jan. 17:</b> Deadline in Test WES for changes affecting initial materials shipment, ISR delivery confirmation, and test materials delivery options</p> <p><b>Jan. 27:</b> Begin creating reporting groups for MCA and MTAS in PearsonAccess Next</p> <p><b>Jan. 27:</b> Begin assignment of MTAS Score Entry users in PearsonAccess Next, as needed</p> <p><b>Jan. 27–March 20:</b> ACCESS and Alternate ACCESS testing window</p>

## ACCESS and Alternate ACCESS Paper Test Materials

### Receiving Paper Materials

The quantities of paper test materials for ACCESS (e.g., writing response booklets, kindergarten test booklets) and Alternate ACCESS are based on information that was entered in WIDA AMS by Dec. 13. The shipment of these test materials will arrive this Friday, Jan. 17. Paper test materials are considered secure and must be signed for upon delivery. Please notify staff that a secure testing shipment will be arriving and follow your district procedure for ensuring these materials are kept secure.

Along with the test materials, the district will receive resources to inventory the materials that were received for testing. Additional information is available starting on page 24 of the [District and School Test Coordinator Manual](#).

## Additional Materials

The additional materials ordering window for ACCESS and Alternate ACCESS will be available Jan. 17–March 13. Districts should use the following guidelines regarding additional orders:

- All districts will receive additional quantities of test materials with their initial shipment. The district overage and school overage materials must be used before any additional materials orders may be placed.
- Test Administrators who need additional materials must consult with the DAC to determine whether the district has the materials on hand or whether an order for additional materials is needed.
- Additional materials orders may only be placed by DACs and will be shipped directly to the districts.
- Districts should combine all additional materials needs from individual buildings as one district order, if possible. Orders should be made at the district level and not for individual schools.

For more information about ordering additional materials, view the [Ordering Materials](#) tutorial posted in the ACCESS for ELLs training course, or reference the [WIDA AMS User Guide](#). Contact DRC Customer Service at [WIDA@datarecognitioncorp.com](mailto:WIDA@datarecognitioncorp.com) or 855-787-9615 with any questions.

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## MDE Monitoring Test Administrations

MDE visits schools to monitor test administrations as part of an overall strategy to improve the administration of Minnesota’s assessments and to verify that test security requirements are followed. MDE conducts monitoring visits for both the ACCESS and MCA test administrations. It is important that districts keep their posted testing calendars updated, which includes a requirement to specify the days each grade will be taking the various domains/subjects.

Starting on page 259 of the [Procedures Manual](#), the *Minnesota Assessments Monitoring List* outlines the areas the monitors will observe and questions they will ask assessment staff during ACCESS and MCA site visits.

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## Pretest Editing in Test WES

DACs need to complete the following Pretest Editing tasks in Test WES by this Friday, Jan. 17.

- On the District Confirmations page, confirm that your district delivered all individual student reports (ISRs) to families no later than fall conferences.
- On the District Options page, select the appropriate options for MCA and MTAS test materials delivery:
  - Request materials be shipped to the district (default) or individual schools.
  - Request materials be delivered on either Feb. 18–19 (default) or Feb. 25–26.

- Receive MTAS test materials automatically (default), or, if your district has historically received more MTAS materials than needed, you can choose to order MTAS materials during the additional orders window.
- The following changes can be made throughout the testing window; however, in order to receive paper test materials in the initial shipment automatically, any changes must be made by Jan. 17:
  - Enter accommodation/linguistic support codes to receive MCA paper test materials.
  - Change test assignments to receive MTAS test materials.

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## ***What's New and Changed for 2019–20***

As described in the [Nov. 6 Assessment Update](#), a helpful resource for DACs is the “New for 2019–20” list in Chapter 1 of the [Procedures Manual](#). This list provides a summary of the changes for the year, organized by topic (e.g., additions to information on assessments, changes in test security policies, changes to policies and procedures for test administration). Since it is a summary, chapter references are also provided so DACs can see the additions or changes in context, and the  symbol is used within the manual itself.

In addition to what's new, there are also a number of clarifications in the *Procedures Manual*. While these are not summarized in Chapter 1, as they are best understood within the information that is being clarified, they are easily identifiable by the  symbol. DACs may find it helpful to prepare for statewide testing by reviewing the new and clarified information.

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## ***Growth Reporting Changes: Registration***

As a result of legislative changes, there will be changes to growth reporting in the coming years to increase appropriate uses of data and prepare for MCA-IV. To ensure that timely, clear, and comprehensive information is made available to schools and districts, MDE will provide webinars and a face-to-face discussion of the changes. The overview will include background of the different reporting requirements, design of the assessments, and rationale for the changes. See registration links for the webinars and in-person discussion in the table below, or read more in the *Growth Reporting Changes* document, posted on the [District Resources page](#) (under the Test Score Interpretation heading).

DATE	TIME/NOTES	REGISTRATION LINK/ADDRESS
Thursday, Jan. 23	10–11 a.m. ( <b>limit of 50 attendees</b> )	<a href="#">Register for the Jan. 23 in-person discussion.</a> MDE Conference Center A: Room CC-13 1500 Hwy 36 West Roseville, MN 55113
Tuesday, Jan. 28	Noon–1 p.m.	<a href="#">Register for Jan. 28 Growth Training webinar.</a>
Monday, Feb. 10	11 a.m.–noon ( <b>focused on charter schools</b> )	<a href="#">Register for Feb. 10 (morning) Growth Training webinar.</a>
Monday, Feb. 10	2:30–3:30 p.m.	<a href="#">Register for Feb. 10 (afternoon) Growth Training webinar.</a>
Thursday, Feb. 13	10–11 a.m.	<a href="#">Register for Feb. 13 (morning) Growth Training webinar.</a>
Thursday, Feb. 13	12:30–1:30 p.m.	<a href="#">Register for Feb. 13 (afternoon) Growth Training webinar.</a>

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STATEWIDE TESTING: MEASURING EDUCATIONAL PROGRESS IN MINNESOTA

Minnesota Department of Education

[education.mn.gov](http://education.mn.gov) > Districts, Schools and Educators > Teaching and Learning > Statewide Testing

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