mn DEPARTMENT OF EDUCATION

Assessment Update

QUICK LINKS	IMPORTANT DATES
• ACCESS and Alternate ACCESS Accountability Window • Additional Orders in WIDA AMS • Resources on PearsonAccess Next • District Testing Calendars • SIS and Data Warehouse Preliminary Data Extracts • MTAS Participation Documentation • Upcoming Opportunities • Tech Update	*Jan. 27–March 20: ACCESS and Alternate ACCESS testing window* *Feb. 17: Begin set up for MCA online testing and data entry in PearsonAccess Next* *Feb. 18: Additional orders window opens in PearsonAccess Next for MCA and MTAS* *Feb. 18–19 or Feb. 25–26: Districts receive MCA and MTAS test materials based on District Options selections in Test WES.* *Feb. 25: Begin entering LCI data in PearsonAccess Next*

ACCESS and Alternate ACCESS Accountability Window

The accountability window is the timeframe during which enrolled students are considered for accountability calculations. The accountability window for the English language proficiency accountability assessments (ACCESS and Alternate ACCESS) is Feb. 3–14.

Students who are indicated as EL in MARSS and are enrolled in your district at any point during the accountability window will be considered when determining accountability calculations. However, districts should attempt to test all EL students who are enrolled at any time during the testing window, not only during the accountability window. See page 137 of the *Procedures Manual* for more information.

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Additional Orders in WIDA AMS

Now that the Additional Orders window is open in WIDA AMS, note the following information from DRC:

- The initial shipment included extra copies of materials. The extra materials must be used before any orders for additional materials may be placed.

- Additional orders must be made at the district level. That means that when you select a school in the school drop-down, you must select: District-Level Additional Orders Only Sites – WWW.

- Additional orders must be placed by District Test Coordinators (i.e., District Assessment Coordinators) only, and these orders will be shipped directly to the district.

- Test Administrators that need additional materials must consult with a DAC to determine whether the district has the material on hand or whether an order for additional materials may be placed.

- Districts must call DRC to order the human reader script for the Human Reader for Items accommodation (HI). DRC then orders these materials by school. MDE is working with WIDA and DRC to ensure that these human reader script orders are not counted in the additional orders counts by district.

Resources on PearsonAccess Next

Various user guides are now available on PearsonAccess Next, including the *MCA Online Testing User Guide*, *MCA Data Entry User Guide*, and *MTAS Data Entry User Guide*, which are available on the User Guides page.

- The *MCA Online Testing User Guide* provides instructions for online MCA administrations and describes a variety of tasks, including the following:

  o Managing test sessions

  o Verifying accommodations and linguistic supports

  o Printing student rosters and testing tickets

  o Indicating test codes

- The *MCA Data Entry User Guide* provides instructions for entering student responses from MCA paper test materials online in TestNav and describes a variety of related tasks, including the following:

  o Managing Data Entry test sessions

  o Printing testing tickets for staff who are completing the data entry

  o Entering student responses online in TestNav

  o Monitoring data entry progress

- The *MTAS Data Entry User Guide* provides instructions on the administrative and data entry tasks in PearsonAccess Next for MTAS, including the following:

  o How user roles affect MTAS data entry

  o Assigning students to data entry staff

  o Entering LCI data and MTAS scores

- o   Indicating test codes

New for 2019–20:

- All three guides now include an introductory infographic on the first page that provides visual context to relevant testing tasks.
- Tips for how and when to use operational reports have been added to applicable sections. These "tips" provide additional context and purpose of the operational reports
- Additional guidance has been provided for students who remain in Active status despite being done testing for the day, which may occur with an "ungraceful" test exit (e.g., a student turning off their device without signing out of the test first). When resuming, you will now complete two steps in PearsonAccess Next before students sign back in: the first step will place the test in a Resumed-Upload status, and the second step will change the Resumed-Upload status into a Resumed status. This will decrease the number of errors students will see when logging in to TestNav (see page 22 and 23 of the *MCA Online Testing User Guide* for more information).

District Testing Calendars

Federal and state statute require districts to include a testing calendar on their website; the requirements are summarized starting on page 137 of the *Procedures Manual*.

In order to provide information to families about when testing will take place, as well as for MDE to set schedules for monitoring schools during test administrations, testing calendars for each grade and subject must be posted and kept current throughout the school year. MDE may follow up with the DAC to confirm that testing calendars are up to date. Districts are required to include the dates when most students will be testing for each grade and subject/domain, including the following details:

- The dates that tests will actually be administered by grade and subject/domain must be posted, not just the dates of the state-designated testing window. For assessments that require an individual administration (e.g., MTAS, Alternate ACCESS, or Kindergarten ACCESS), districts may use a range of dates the assessments will be administered.

- If changes are identified during the testing window, updates to the calendar must be made as soon as possible.

SIS and Data Warehouse Preliminary Data Extracts

For the spring 2020 test administration, Student Information System (SIS) and data warehouse vendors have the opportunity to receive regularly scheduled extracts of preliminary test result data for the MCA and MTAS from Pearson during the testing window, and/or receive final MCA and MTAS data from MDE. This allows vendors to

load data directly into their system for districts who enter into a data-sharing agreement with their associated vendor and MDE.

The following is a list of vendors that have entered into an agreement with Pearson and MDE to participate in the data extracts:

- cmERDC (Viewpoint)

- Illuminate Education (eduCLIMBER, IO Education, SchoolCity)

- JMC

- Panorama Education

- Peridot Solutions

- Sourcewell Technology (formerly TIES)

- Strategic Partnerships (Hoonuit)

A data-sharing agreement is required between the district and the SIS or data warehouse vendor and filed with MDE. The vendor will provide the agreement to the districts. A scan of the signed data-sharing agreement must be on file with MDE by Jan. 31. MDE has recently sent the above vendors instructions about completing data-sharing agreements.

The data-sharing agreement includes the option of receiving preliminary data, final data, or both. A separate data-sharing agreement will be needed if a district has different vendors for preliminary and final data.

Authorizing SIS and Data Warehouse Vendors in PearsonAccess Next

Districts are now able to indicate the vendor(s) they work with that will be participating in preliminary data extracts. Districts must have a signed data-sharing agreement with their participating vendor(s) to indicate this. Districts must select the vendor(s) by school in PearsonAccess Next.

New for 2019–20: Districts will be able to select multiple vendors as long as each vendor has sent MDE the signed data-sharing agreement with your district.

For more information about how to select vendor(s), districts may use the *Selecting Student Information System (SIS)/Data Warehouse Vendor Quick Guide*, which will be available in February directly from your SIS or Data Warehouse vendor.

MTAS Participation Documentation

As announced in last week's Jan. 22 *Assessment Update*, all districts are required to complete an Assurance, Rationale, and Context (ARC) response and submit it to MDE using the online ARC survey by March 18. Districts

should use the *Alternate Assessment Participation and Assurance, Rationale and Context (ARC) User Guide*, which is available on the [MTAS Participation page](#), to guide this process.

Note: The percentage of MTAS participation is based on 2019 data and has already been calculated for each district in the *Alternate Assessment (MTAS) Participation District Report*, which is available in [Assessment Secure Reports](#).

Alternate Assessment Participation Q&A Webinars

On Friday, there will be a Q&A webinar session providing technical assistance to districts for the ARC response. See the registration link and additional information in the table below:

DATE/TIME	REGISTRATION LINK	INFORMATION IF CALLING IN
Friday Jan. 31 9–10 a.m.	[Register for the Jan. 31 Alternate Assessment Participation Q&A](#).	As needed, use the following at the time of the webinar: • Call-in phone number: 415-655-0003 • Access Code: 963 494 357 • Password: MTAS1%

Note: The session will be recorded and posted on the MDE website. This recording may not be posted for a few weeks, and an *Assessment Update* article will communicate its availability.

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Upcoming Opportunities

WIDA Webinar: Technology Troubleshooting

On Feb. 6, WIDA will provide a webinar for DACs and Test Administrators to provide information on student status reports and online testing statistics. [Join the WIDA webinar: *Monitoring Completion for Test Monitors* on Feb. 6 at 11 a.m.](#)

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 is providing webinars to discuss 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 remaining webinars 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
Monday, Feb. 10	11 a.m.–noon (**focused on charter schools**)	[Register for Feb. 10 (morning) Growth Training webinar]().
Monday, Feb. 10	2:30–3:30 p.m.	[Register for Feb. 10 (afternoon) Growth Training webinar]().
Thursday, Feb. 13	10–11 a.m.	[Register for Feb. 13 (morning) Growth Training webinar]().
Thursday, Feb. 13	12:30–1:30 p.m.	[Register for Feb. 13 (afternoon) Growth Training webinar]().

Tech Update

Infrastructure Trial in PearsonAccess Next Training Center

The *Infrastructure Readiness Checklist (2019–20)* is available on the [Technology page]() and outlines tasks that should be performed prior to the MCA 2020 test administration. It is recommended that districts run App Check on testing devices and perform an infrastructure trial in the PearsonAccess Next Training Center soon to help prepare for the upcoming test administration by simulating some of the test-day network utilization. These checks will help identify infrastructure issues to resolve and confirm all testing devices are properly configured and ready to administer the MCAs. The infrastructure trial is also an opportunity for technology staff to familiarize themselves with PearsonAccess Next and provides general troubleshooting experience.

Blacklisted Applications

For security reasons, TestNav automatically blocks students from logging in when blacklisted applications are running on the testing device. Since blacklist is already enabled, running a detailed App Check and performing an infrastructure trial will help identify potential issues from blacklisted applications that are running. If blacklisted applications are running in the background on testing devices, they could interfere with testing.

If you have any questions or want to unsubscribe, please send an email to mde.testing@state.mn.us.