

AN UPDATE FROM STATEWIDE TESTING—OCTOBER 16, 2019

## QUICK LINKS

- [DAC Q&A Webinar Registration](#)
- [District Test Security Procedure](#)
- [DAC Resources](#)
- [New DAC Orientation: Availability in TMS](#)
- [ACCESS Test Administrators](#)
- [WIDA AMS Account Updates](#)
- [Educator Resources on PearsonAccess Next](#)
- [2019–20 College Entrance Exam Requirement](#)
- [Upcoming Opportunities](#)

## ***DAC Q&A Webinar Registration***

MDE will host the first New DAC Q&A Webinar of the 2019–20 school year on Tuesday, Oct. 29, from 2–3 p.m. [Register for the New DAC Orientation Webinar.](#)

To prepare for the webinar, please review the following modules in the [Training Management System \(TMS\)](#); they are available on the District Assessment Coordinator tab under the New DAC Modules category.

- *Minnesota Assessments Overview* (optional for DACs who attended the New DAC Orientation)
- *Understanding Training Requirements*
- *Scheduling Testing*
- *Testing Policies and Procedures*

MDE uses questions from new DACs to prepare for the webinar. If possible, please [submit any questions](#) you have from the New DAC Modules to MDE prior to the webinar in order to help with the organization and structure of the webinar.

On Oct. 29, use the following information to join the webinar:

- Call-in Number: 415-655-0003
- Access Code: 967 030 958

[Back to Top](#)

## ***District Test Security Procedure***

Each year, districts are required to have a district test security procedure in place addressing how test security procedures will be implemented in the district for all statewide assessments. Districts may create their own procedure or use the template available on the [Policies and Procedures page](#) of PearsonAccess Next. The full list of procedures required starts on page 242 of the [Procedures Manual](#).

MDE reviews a sampling of districts' test security procedures each year and provides feedback. The rubric that MDE uses to evaluate these procedures is on page 258 of the *Procedures Manual*. For 2019–20, MDE will start the review of district test security procedures earlier than previous years. Districts are randomly selected, and DACs at selected districts will be contacted in late October with a request for a copy of their district test security procedure. If your district is not contacted later this month for an MDE review, ensure your district's test security procedure is in place before testing begins for 2019–20.

If your district plans to use the [District Test Security Procedure Template](#), see below for more information about the updates made for this year:

- The main additions to the template include the following:
  - A plan for students who have finished testing on a previous day
  - How information about the use and sharing of results while the data is embargoed will be provided to staff
  - The method for how Individual Student Reports (ISRs) will be provided to families
- In addition, minor adjustments were made to the template, including the following:
  - Updated the wording regarding the requirement for district monitoring (to make it clear this is a task done within the district)
  - Revised the Training and Communication section for clarity of what needs to be documented
  - Specified wearable technology in the procedure for ensuring students do not use or access cell phones and prohibited devices
  - Removed the information about sharing public results

[Back to Top](#)

## ***DAC Resources***

Various resources for District Assessment Coordinators (DACs) are available on MDE's website on the [District Resources page](#). See a list of the documents below:

- Resources for all DACs
  - **New:** *MDE District Assessment Coordinator Webinars and Trainings (2019–20)*
  - *Resource Overview for District Assessment Coordinators*
  - *Statewide Testing Tasks: A Year At-a-Glance*
- Resources for new DACs
  - **New:** *Statewide Testing Systems Overview*
  - *Getting Started in Your District Assessment Coordinator Role*
  - *New District Assessment Coordinators: Getting Access*
- Resource for nonpublic schools: *Nonpublic School Participation in Minnesota Assessments*

[Back to Top](#)

## ***New DAC Orientation: Availability in TMS***

Last week, MDE recorded the MDE portion of the New DAC Orientation. The recording is now available in the [Training Management System \(TMS\)](#) on the District Assessment Coordinator tab in the MDE Recorded Webinars category. The Pearson portion of the training will be posted in the TMS on Friday, Oct. 18, on the District Assessment Coordinator tab in the Pearson Recorded Webinars category.

[Back to Top](#)

## ***ACCESS Test Administrators***

During the ACCESS testing window, English language development (ELD) instruction can be disrupted if EL teachers are the primary Test Administrators. Now that the grades 1–12 ACCESS is an online administration, the role of the ACCESS Test Administrator is similar to a Test Monitor for the MCAs. This year, MDE is asking districts and schools to consider how the online grades 1–12 ACCESS is administered in order to minimize the loss of ELD instruction time. MDE strongly recommends that schools and districts consider training other staff, in addition to EL teachers, to administer the online grades 1–12 ACCESS.

MDE recognizes that some instructional time may be lost due to the administration of the ACCESS and Alternate ACCESS assessments and that EL teachers will continue to play a role in its administration; however, schools and districts should carefully consider how to allocate resources in order to minimize the amount of ELD instruction

lost due to the administration of the test. View more information about [MDE's guidance on English learner instruction during ACCESS](#).

Note: There are additional requirements for Test Administrators providing the Kindergarten ACCESS, Alternate ACCESS, and paper-based grades 1–12 ACCESS. Full information about the requirements for selecting Test Administrators is on page 157 of the [Procedures Manual](#).

[Back to Top](#)

## ***WIDA AMS Account Updates***

On Friday, Oct. 11, all District Testing Coordinators (DACs) and District Technology Coordinators received a notification email that WIDA AMS accounts have been updated for the current school year. Users should verify that the 2019–2020 Administration is available in the WIDA AMS Administration dropdown menu. Please contact DRC Customer Support at [WIDA@DataRecognitionCorp.com](mailto:WIDA@DataRecognitionCorp.com) or 855-787-9615 with any questions.

New DACs that need WIDA Secure Portal and WIDA AMS accounts should send their request to [mde.testing@state.mn.us](mailto:mde.testing@state.mn.us). As long as they are indicated as the DAC in MDE-ORG, MDE will approve the request and send it to the service providers to create both accounts.

Note: New DACs should confirm they are indicated as the DAC in [MDE-ORG](#) before sending their request.

[Back to Top](#)

## ***Educator Resources on PearsonAccess Next***

### **Pearson Perspective**

[Perspective for Educators](#) and [Perspective for Families](#) provide thousands of learning resources aligned to the Minnesota Academic Standards. Teachers can create assignments, build tests, and differentiate resources using Learning Locators by entering the “mn\_edu” pass phrase in Perspective for Educators. For more information, select Pearson Perspective under Quick Links on [PearsonAccess Next's home page](#), or contact Pearson at 888-817-8659 or [submit a Pearson help desk request](#).

### **WriteToLearn**

[WriteToLearn](#) (under Quick Links on [PearsonAccess Next's home page](#)) is a complimentary online literacy tool available for Minnesota teachers and students in grades 8 and 10. WriteToLearn provides students the opportunity to practice their essay and summary writing skills and expand their vocabulary. As students participate in assigned activities, they receive personalized feedback, hints, and tips to encourage, instruct, and reward their progress, and teachers have the benefit of assigning more writing practice without the added grading. To get started, District Assessment Coordinators should email [MNWriteToLearn@Pearson.com](mailto:MNWriteToLearn@Pearson.com).

[Back to Top](#)

## 2019–20 College Entrance Exam Requirement

As in past years, districts are required to offer a nationally recognized college entrance exam (ACT or SAT) to grade 11 and 12 students during a 2019–20 school day. Districts must enter into a contract directly with the test vendor. More information about the requirement for offering a college entrance exam starts on page 31 of the [Procedures Manual](#). See below for more information about ACT and College Board.

### ACT

- View administration information, Free/Reduced Lunch Program (FRLP) pricing structure, and key testing dates and deadlines—and start the registration process—on the [ACT District Testing page](#).
- Districts will need to provide ACT the percentage of students that are eligible for free or reduced priced meals to determine if the district will get a reduced price from ACT.
- Contact April Hansen at [april.hansen@act.org](mailto:april.hansen@act.org) with any questions.

### College Board

- View administration information on the [SAT School Day page](#).
- Additional information about the deadlines for registration are on the [2019–20 SAT Timeline to Test Day page](#).
- Contact Andy Houpt at [ahoupt@collegeboard.org](mailto:ahoupt@collegeboard.org) with any questions.

[Back to Top](#)

## Upcoming Opportunities

### WIDA Webinar: Test Scheduling

On Oct. 17, WIDA will offer a webinar about scheduling testing, grouping students, and the timing of the test. [Join the WIDA webinar: Test Scheduling on Oct. 17 at 1 p.m.](#)

[Back to Top](#)

---

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

If you have any questions or want to unsubscribe, please send an email to [mde.testing@state.mn.us](mailto:mde.testing@state.mn.us).