DEPARTMENT OF EDUCATION

Assessment Update

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Procedures Manual for 2019–20

The *2019–20 Procedures Manual for the Minnesota Assessments* is now available on the [Policies and Procedures page](#) of PearsonAccess Next. The *Procedures Manual* has been prepared for DACs, administrators, and others with a role in administering Minnesota Assessments. It provides the Minnesota policies and procedures for implementing statewide assessments and using the results in your district or charter school.

The *Procedures Manual* is filled with important information regarding the statewide assessments. There are a variety of ways it can be used:

- Keep an electronic copy on your computer and make frequent use of the Find function (Ctrl+F, Command+F).

- Print some of the lists to use as checklists.

- Refer to the *Important Dates* in the front of the manual to schedule testing in your district and make sure you do not miss an important task.

- Provide specific chapters to district and school staff (e.g., special education staff or English learner staff), as needed.

When DACs have questions or need clarification about anything in the *Procedures Manual*, they can contact Sequoia Block at mde.testing@state.mn.us or 651-582-8674.

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WIDA AMS Account Updates

On Friday, Oct. 11, all District Testing Coordinators (i.e., DACs) and District Technology Coordinators will receive a notification email that WIDA AMS accounts have been updated for the current school year. On Friday, users can verify that the 2019–2020 Administration is available in the WIDA AMS Administration dropdown menu. Please contact DRC Customer Support at 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. 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.

Accounts for New DACs in PearsonAccess Next

If your district has a new DAC, it is important to update the contact information in MDE-ORG as soon as possible. Pearson receives DAC and alternate DAC contact information from MDE-ORG and uses this information to create DAC accounts in PearsonAccess Next, typically within 2–3 business days of receiving updates in MDE-ORG.

If your DAC account was created or updated in MDE-ORG more than three days ago and you did not receive an automatically generated email from PearsonAccess Next with instructions for logging in to your account, contact Pearson at 888-817-8659 or submit a Pearson help desk request.

Note: While the Training Management System (TMS) is not directly linked to PearsonAccess Next, having a DAC user role provides access to the "Admin" option in the TMS, which includes the ability to view or download reports of the trainings completed by staff and document group trainings. From January to March, PearsonAccess Next account information for DACs is added to the TMS every week. For the rest of year, DAC PearsonAccess Next account information is added to the TMS every two weeks.

Deadline for Late Score Entry or Rescore Requests

The deadline for late score entry or rescore requests for spring 2019 MCA and MTAS testing is Oct. 16.

The *Request for Late Score Entry Form* can be found on page 223 of the *Procedures Manual*. These requests can be made if a district did not enter a student's MTAS scores or responses from an MCA paper test book in PearsonAccess Next during the testing window. Note: There is a $125 fee for late score entry requests. Contact Pearson at 888-817-8659 or submit a Pearson help desk request with further questions.

Note: For late score entry requests received at this time, students will not receive an Individual Student Report, and districts work with Pearson to receive an On-Demand Report for the student.

A rescore may be requested when a parent/guardian or school district staff disagrees with the final score a student received (typically for an MCA paper administration). Because of the scoring processes for online MCA items (where items are reviewed multiple times before and during testing for scoring accuracy and unanticipated responses), a rescore is highly unlikely to result in a score change for an individual student. Any scoring changes required for online items based on these scoring reviews are updated for all affected students before final student reports are provided.

DACs must email mde.testing@state.mn.us with the student's MARSS number and the rationale for requesting a rescore, and MDE will review the request. If approved, the cost for rescoring a test is $125 per test. A rescore does not include test or score code changes (INV, NC, etc.).

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Upcoming Opportunities

WIDA Webinar: Ordering Materials in WIDA AMS

WIDA will offer a webinar about ordering materials, monitoring order status, and confirming shipping address on Oct. 10. Join the WIDA webinar: *Ordering Materials* on Oct. 10 at 11 a.m. (Note: Districts in Minnesota will not be able to start ordering materials until late November.) DACs or applicable EL staff may join the webinar or wait until the recording is posted in the WIDA Secure Portal.

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.

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STATEWIDE TESTING: MEASURING EDUCATIONAL PROGRESS IN MINNESOTA

Minnesota Department of Education

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.