mn DEPARTMENT OF EDUCATION

Assessment Update

QUICK LINKS	IMPORTANT DATES
• Preparing for ACCESS and Alternate ACCESS for ELLs • Test Administrators for ACCESS and Alternate ACCESS • WIDA Webinar: Alternate ACCESS Administration • Test Security Training • User Account Management in PearsonAccess Next • Feedback Requested: Fall 2020 Student Precode Timelines (repeat) • Upcoming Opportunities • Tech Update	*Nov. 25–Dec. 13:* Indicate the number of online testers for grades 1–12, and order test materials in WIDA AMS *Dec. 9:* Pretest Editing window opens in Test WES *Dec. 18:* Revised deadline to submit MARSS updates for ELs to be sent in precode for loading students into WIDA AMS and printing student labels

Preparing for ACCESS and Alternate ACCESS for ELLs

WIDA AMS Tasks

The following tasks will be available from Nov. 25–Dec. 13 for DACs to complete by school in WIDA AMS. **It is very important that districts complete this information by Dec. 13.** The grades 1–12 ACCESS is administered online; Kindergarten ACCESS and Alternate ACCESS are paper-based administrations.

- Indicate the number of online testers for each grade band.

- Indicate the number of kindergarten testers.

- Indicate the quantities of large print, braille, or paper test booklets needed.

- Indicate the quantities of Alternate ACCESS test booklets needed.

For more information, please refer to the *WIDA AMS User Guide* [Log in is required] or the *Ordering Materials tutorial* [Log in is required].

Important Dates for the Precode File

In December, MDE will send the student precode file for ACCESS and Alternate ACCESS to DRC, which is used to load student information in WIDA AMS for online testing and to create student labels for all paper test materials (i.e., Kindergarten ACCESS, Alternate ACCESS, accommodations, and applicable booklets for the writing domain). It is important to ensure that all English Learners (ELs) are indicated correctly in MARSS, since that information is what MDE sends in the precode file.

As announced in the Nov. 20 *Assessment Update*, districts now have until **Dec. 18** to submit MARSS updates to MDE with accurate information for ELs. MDE recently revised the date that we will send the precode file to DRC to better align with the MARSS deadline for district submission. MDE will now send the file to DRC on Dec. 19, a day later than originally communicated in the *Important Dates* section of the *Procedures Manual*. **Districts must make all relevant changes in MARSS by Dec. 18** so that updated EL information will be included in the file MDE sends DRC. Note: This date may be earlier if using a student information service provider.

Test Administrators for ACCESS and Alternate ACCESS

Test Administrator Requirements and Criteria

For ACCESS and Alternate ACCESS, Test Administrators should be selected using the criteria indicated below.

- For the Kindergarten ACCESS, Test Administrators must be licensed teachers. It is strongly recommended that raters of the Speaking domain are trained in second language acquisition.

- For grades 1–12 of the ACCESS:

  o For the online administration of the grades 1–12 ACCESS, the Test Administrator may be selected using the ranked criteria provided below for MCA.

    ▪ Licensed teachers or administrators who work in the school

    ▪ Licensed teachers or administrators who work in the district

    ▪ Paraprofessionals who work in the school

    ▪ School district personnel employed by the school district

    ▪ Licensed substitute teachers

  o For the paper-based administrations:

    ▪ Speaking domain: The Test Administrator must be a licensed teacher. It is strongly recommended that raters of the Speaking domain are trained in second language acquisition.

    ▪ All other domains: The Test Administrator may be selected using the ranked criteria provided above for online administrations.

- For the Alternate ACCESS, MDE strongly recommends that the Test Administrator is someone who is familiar with the student's response mode, who works with the student during instruction, and with whom the student feels comfortable. When selecting Test Administrators for Alternate ACCESS, priority should be to select licensed teachers, and for the Speaking domain, staff who are trained in second language acquisition if possible.

Note: Even when a licensed teacher is required, the Test Administrator does not have to have EL licensure or be the EL teacher unless otherwise specified.

Guidance from MDE's EL Team

During the ACCESS testing window, English language development (ELD) instruction can be disrupted if EL teachers are the primary Test Administrators. Since the grades 1–12 ACCESS is an online administration, the role of the ACCESS Test Administrator is similar to a Test Monitor for MCAs. 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, MDE recommends schools and districts 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.

WIDA Webinar: Alternate ACCESS Administration

On Dec. 3, WIDA will provide a webinar with an overview of Alternate ACCESS including scheduling, administration basics, and training resources. The intended audience are those administering the Alternate ACCESS. Join the WIDA webinar: *Alternate ACCESS for ELLs Administration* on Dec. 3 at 11 a.m.

Test Security Training

The *Test Security Training* for 2019–20 is now available in the Training Management System (TMS). All staff involved in any aspect of testing are annually required to complete this training and the embedded *Assurance of Test Security and Non-Disclosure*. Note: In TMS, it indicates that the training is only 5 minutes, but it will take additional time as it includes interactive, self-paced slides that users must navigate through to complete the training. Staff should be able to complete the training in about 10 minutes.

Districts may have staff complete the *Test Security Training* individually in TMS, present the training to a group, or have staff review a paper checklist option that includes the content from the module and the *Assurance of Test Security and Non-Disclosure*. Refer to *Test Security Training* section in Chapter 3 of the *Procedures Manual* for more information about maintaining documentation that all staff have completed training.

- If the training is presented in a group or the paper checklist provided by MDE is used, staff will need to complete the *Assurance of Test Security and Non-Disclosure* on paper in order to ensure that staff are able to read and agree to the requirements outlined. The *Test Security Training Checklist* includes the *Assurance of Test Security and Non-Disclosure* and can be used to print a hard copy.

- If the district documents the completion of a group training for the *Test Security Training* in the TMS, the *Assurance of Test Security and Non-Disclosure* will also be documented as completed; [**New for 2019–20]** however, the paper copies documenting the group training (e.g., sign-in sheets) and the assurances that staff signed must be kept on file in case of a security violation. An electronic file (e.g., scanned documents) is also acceptable. This is a change from previous years, when it was not necessary to retain paper documentation for group trainings if they were documented in TMS.

- **New for 2019–20**: If the paper *Test Security Training Checklist* is completed, the paper copies must be kept on file, even if documented in TMS as a group training. An electronic file (e.g., scanned documents) is also acceptable.

Considerations for Timing of Training

Each district determines the timelines for when training must be completed in each school. While staff, like Test Monitors, must be trained before they administer or monitor tests, consider other test administration tasks that may occur earlier, like handling secure materials. In addition, some students may be testing earlier (e.g., for ACCESS, earlier scheduled testing for a given grade) so training may be needed earlier than when all staff may actually be administering tests.

Training Courses for ACCESS and Alternate ACCESS Test Administrators

In addition to the applicable online WIDA Training Courses, ACCESS and Alternate ACCESS Test Administrators are required to complete a course in the TMS, either the *ACCESS for ELLs Test Administrator – Grades 1–12* or *ACCESS for ELLs Testing Administrator – Kindergarten/Alternate ACCESS*. All trainings for these ACCESS courses are now available in TMS, which includes *Test Security Training* and *Active Monitoring for Statewide Tests*. More information about specific training requirements for ACCESS and Alternate ACCESS Test Administrators starts on page 58 of the *Procedures Manual*.

User Account Management in PearsonAccess Next

District Assessment Coordinators (DACs) should annually review users to ensure accounts in PearsonAccess Next are accurate. DAC and Assessment Administrator (AA) users can create, edit, delete, and enable other user accounts, as well as reset passwords, in PearsonAccess Next. User accounts can be created and maintained either manually or through a file export/import. For more information, refer to the *PearsonAccess Next User Accounts Guide (2019–20)*.

The following are important facts and tips about PearsonAccess Next user accounts:

- For security purposes, passwords automatically expire every 180 days.
    - Users should follow the instructions in the auto-generated emails to reset their password or select [Forgot Password](#) on the sign in page.
    - DACs and AAs can reset other user passwords.
- User accounts are disabled after 240 days of inactivity.
    - Even if staff, DACs, or AAs reset passwords every 180 days, the person with the user account must still log in at least once every 240 days to avoid a disabled account. Consider encouraging users to sign in each fall (e.g., November) to avoid their account being disabled.
    - By spring testing, accounts will be disabled if users have not logged in since the previous test administration.
    - Disabled accounts can be enabled manually or through a file export/import. Once enabled, users must reset their password and log in to activate their account.
- User accounts are deleted after 390 days of inactivity.
    - Deleted accounts can only be restored manually in PearsonAccess Next.
    - Once restored, most deleted accounts need to be enabled as well.
    - Once restored and enabled, users must reset their password and log in to activate their account.

New for 2019–20: A high-level overview of these tasks, including a proposed timeline for user management activities, is available in the *[User Account Management in PearsonAccess Next](#)* infographic. Additionally, a short video training, *User Management in PearsonAccess Next*, is available in the [Training Management System (TMS)](#), on the District Assessment Coordinator tab, under the Pearson Video Trainings category. This video training describes the process of creating, editing, deleting, enabling, and restoring accounts, both manually and through a file upload.

If you have additional questions, please contact the Pearson help desk at 888-817-8659 or [submit a Pearson help desk request](#).

Feedback Requested: Fall 2020 Student Precode Timelines (repeat)

Beginning in the 2020–21 school year, MDE is considering changing when student precode files are initially sent to Pearson from mid-October to mid-December, to align with the opening of Pretest Editing. Historically, precode files with student enrollment information have been sent to Pearson in mid-October in order to update Historical Student Data in PearsonAccess Next for students who are enrolled for the current school year. If precode files are not sent until mid-December, districts would not have access to Historical Student Data for students who have newly enrolled until that time; however, districts would still have access to student testing

history through the Student Assessment History Report on MDE's website as soon as MARSS data for the current year is submitted.

MDE is considering this change as usage of Historical Student Data in October and November has been low. If you use Historical Student Data in PearsonAccess Next in the fall and have questions or concerns about this change, please send them to mde.testing@state.mn.us by Nov. 27.

Upcoming Opportunities

ACCESS for ELLs Test Administration Trainings

Professional Development staff from the WIDA Consortium will conduct the following in-person, ACCESS for ELLs test administration trainings. These face-to-face trainings allow participants to get their questions answered and reflect on the test preparation and administration process as a group. *Note: These trainings do not replace the required ACCESS for ELLs Training Courses on the WIDA Secure Portal.*

- **ACCESS for ELLs Test Coordinator Training** is intended for District or School Assessment Coordinators or EL Coordinators who will set up user accounts, prepare for online testing and test management, verify that all Test Administrators have been appropriately trained, and serve as the "how-to" resource for Test Administrators in their districts and schools.

- **Kindergarten ACCESS for ELLs Test Administrator Training** is intended for educators who will administer the Kindergarten ACCESS for the first time this year. The Kindergarten ACCESS is a one-on-one paper administration.

These trainings are provided at no cost. Lunch is not provided.

Each training is a half-day session, and some sessions have already reached their capacity. If the session for your preferred date and time is closed, select another date or time. Registration is limited to three people from a district or charter school in any session.

DATE	TRAINING AND REGISTRATION	LOCATION
Tuesday, Dec. 3	ACCESS for ELLs: Test Coordinators (8:30 a.m.–noon) Register for the Dec. 3 ACCESS Test Coordinator training in Mankato. Kindergarten ACCESS: Test Administrators (1–4 p.m.) Register for the Dec. 3 Kindergarten ACCESS training in Mankato.	South Central Service Cooperative (SCSC) Conference Center 2075 Lookout Drive North Mankato, MN 56003

DATE	TRAINING AND REGISTRATION	LOCATION
Wednesday, Dec. 4	ACCESS for ELLs: Test Coordinators (8:30 a.m.–noon) **This session is closed.** Kindergarten ACCESS: Test Administrators (1–4 p.m.) **This session is closed.**	Minnesota Department of Education Conference Center A: Room 13 1500 Hwy 36 West Roseville, MN 55113
Thursday, Dec. 5	ACCESS for ELLs: Test Coordinators (8:30 a.m.–noon) Register for the Dec. 5 ACCESS Test Coordinator morning training. ACCESS for ELLs: Test Coordinators (1–4:30 p.m.) Register for the Dec. 5 ACCESS Test Coordinator afternoon training.	Minnesota Department of Education Conference Center A: Rooms 13 1500 Hwy 36 West Roseville, MN 55113

Tech Update

Technology Training Opportunities from Pearson

Pearson will provide webinars for new and experienced Technology Coordinators. The *Upcoming Technology Trainings 2019–20* document describes the topics available for each training and is available under Additional Technology Resources on the Technology page. The recorded version of the trainings will later be posted in the Training Management System in PearsonAccess Next. See the table below for more information about the *Technology Coordinator Trainings*.

DATE	TRAINING AND REGISTRATION	WEBINAR DETAILS
Wednesday, Dec. 11 9–10 a.m.	*New Technology Coordinator Training* (1–3 years of experience) Join the Dec. 11 webinar for new tech coordinators at 9 a.m.	Call-in phone number: 877-554-0877 Conference code: 571 468 0293

Date	Training and Registration	Webinar Details
Thursday, Dec. 12 1–2 p.m.	*Experienced Technology Coordinator Training* (3+ years of experience) Join the Dec. 12 webinar for experienced tech coordinators at 1 p.m.	Call-in phone number: 877-554-0877 Conference code: 571 468 0293

STATEWIDE TESTING: MEASURING EDUCATIONAL PROGRESS IN MINNESOTA

Minnesota Department of Education

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