**m1 DEPARTMENT OF EDUCATION**

# Assessment Update

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# *WIDA AMS Deadlines*

In preparation for ACCESS and Alternate ACCCESS, districts need to complete applicable tasks in WIDA AMS by **this Friday, Dec. 13**. Districts indicate the following:

- The number of online testers for each grade band

- The number of kindergarten testers

- The quantities of large print, braille, or paper test booklets needed

- 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].

### Precode File for WIDA AMS

It is important to ensure that all English Learners (ELs) are indicated correctly in MARSS by Dec. 18 so that accurate information will be used for loading student information in WIDA AMS for online testing and to create student labels for all paper test materials.

## Pretest Editing in Test WES

Pretest Editing is now open for DACs to complete tasks for MCA and MTAS. The tasks include the following:

- Indicate accommodation and linguistic support codes for MCA.

- Ensure students are assigned to the correct tests and make changes, as needed.

- Select shipping options for the district for the shipment of MCA paper materials and MTAS materials.

- Confirm certain tasks have been completed for all statewide assessments.

For more information, see the updated *Pretest Editing User Guide*, or view the recording of the Pretest Editing Training that will be posted to the Training Management System (TMS); this will be posted on Dec. 20.

## DAC Test Administration Training Registration

In mid-January, MDE and Pearson will conduct DAC Test Administration Trainings at three different locations. The Test Administration Training is required for all DACs to prepare for spring testing; all DACs must attend the MDE webinar, attend an in-person session, or listen to the MDE recording.

- MDE will focus on changes to policies and procedures for the 2019–20 school year.

- Pearson will present changes and updates to PearsonAccess Next, TestNav, Training Management System, and reporting.

- During the last part of the day, MDE will present information on changes to growth reporting and use of results.

Because this training will focus on changes for this year, New DACs will have opportunities to get more information from MDE and Pearson prior to the training at New DAC Q&A webinars in early January. See the following article for more information.

Each in-person training will be from 9 a.m.–3:30 p.m. with check-in beginning at 8:30 a.m. Morning refreshments and lunch will be provided. For those unable to attend one of the trainings, MDE will provide a webinar option as an alternative for their portions; Pearson will post a recording of their portion of the training to the TMS. Registration and information is in the table below.

Note: If your district has an EL Coordinator administering the ACCESS or Alternate ACCESS for ELLs, consider having them attend the MDE morning portion of the DAC Test Administration Training.

| DATE | TRAINING AND REGISTRATION | LOCATION |
|---|---|---|
| Monday, Jan. 13 | Register for the webinar option of MDE's portion of the Test Administration Training. | Webinar for MDE portion 9:30 a.m.–12:30 p.m. |
| Tuesday, Jan. 14 | Register for the Mankato Test Administration Training. | Courtyard by Marriott: Mankato 901 Raintree Rd. Gallery A Mankato, MN 56001 |
| Wednesday, Jan. 15 | Register for the St. Cloud Test Administration Training. | St. Cloud River's Edge Convention Center 10 4th Ave. South Herberger Suite St. Cloud, MN 56301 |
| Thursday, Jan. 16 | Register for the Metro Test Administration Training. | Delta Hotels by Marriott: Minneapolis NE 1330 Industrial Blvd NE Minneapolis Ballroom Minneapolis, MN 55413 |

# New DAC Q&A Webinar: Save the Dates

The MDE January New DAC Q&A webinar will be Tuesday, Jan. 7, from 2–3:30 p.m. Registrants should review Chapter 8 of the *Procedures Manual* and the Training section of Chapter 3, which starts on page 55.

The Pearson New DAC Q&A webinar will be Thursday, Jan. 9, from 2-3:30 p.m. This webinar will review and discuss DAC questions related to user management in PearsonAccess Next and the Training Management System (TMS).

Both of these Q&A webinars will help to provide context and background information for New DACs in preparation for the Test Administration Trainings.

# Guidelines for Administration of Accommodations and Linguistic Supports

The updated *Guidelines for Administration of Accommodations and Linguistic Supports* have been posted to the [Policies and Procedures page](#) of PearsonAccess Next. These guidelines provide information for the administration of the MCA with a scribe, mathematics or science script, or signed interpretation. **New for 2019–20**: Additional guidance on American Sign Language (ASL) interpretation has been added to the signed interpretation section. This section provides information about the linguistic rules and conventions of ASL, as well as more detailed guidelines on how to interpret specific academic terms on the math and science tests.

Applicable guidelines should be provided to Test Monitors administering these accommodations/linguistic supports for review prior to testing. You may choose to provide only the information on the relevant accommodation/linguistic support and are not required to provide the entire document.

# District Testing Calendar

To increase transparency on assessments, both state legislation and ESSA include requirements for a comprehensive district testing calendar to be posted on the district website. Districts choose how to provide the information (e.g., links or separate documents) and its format (e.g., in a chart or in calendar format). While links to the information may be provided rather than including all the information in one place, districts should make sure the information is publicly available and as accessible as possible. For example, if your district uses Google Calendar, ensure that the links are available to everyone, not just internal staff.

Districts must post the specific dates when most students will be testing for each grade and subject at each school within the district; for grades 1–12 ACCESS, this includes specifying by domain. The actual test administration dates must be posted, not just the dates of the state-designated testing window.

- **Clarified Information for 2019–20**: Specific dates must be indicated for grades 1–12 ACCESS, even if there is only one EL (or very few) in the school.

- For each assessment individually administered (i.e., MTAS, Kindergarten ACCESS, Alternate ACCESS), the range of dates the assessments will be administered should be indicated. **Clarified Information for 2019–20**: This guidance now includes Kindergarten ACCESS, in addition to MTAS and Alternate ACCESS.

- If there are changes, schedules should be updated as soon as possible—preferably no later than two months before the applicable testing window.

More detailed information is available starting on page 137 of the *[Procedures Manual](#)*.

# 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 District Test Security Procedure Template available on the [Policies and Procedures page](#) of PearsonAccess Next. The full list of required procedures starts on page 242 of the [*Procedures Manual*](#). It is important for districts to finalize their 2019–20 test security procedure before the testing windows open.

Upon reviewing a sampling of district test security procedures this fall, MDE has noticed that districts that use the Test Security Procedure Template generally have fewer auditing issues and stronger security plans. Districts may also find the template to be simple to use since MDE has identified the areas that need to be addressed.

# ACCESS Testing Tip: 3-Button Mice

Similar to information given in the [Oct. 23 *Assessment Update*](#) for MCA testing, DRC has confirmed that if a 3-button mouse is used for ACCESS testing, the test delivery system may not recognize the mouse or create an error. This occurs on all device platforms for ACCESS. In order to prevent this issue, MDE recommends providing a standard two-button mouse for testing.

# High School Science Participation Calculation Update

On Dec. 16, MDE will update the high school participation calculation in the Minnesota Report Card. This update will remove students from the calculation if there are years in which they repeat grade 12. The calculation uses the current year's grade 12 students and looks back to see if they have record of a High School Science MCA/MTAS.

The current calculation could incorrectly count the same student more than once. For example, if a student took the Science MTAS in grade 11 during the 2016–17 school year and then was in grade 12 during the 2017–18 school year and in grade 12 again during the 2018–19 school year, they were counted in the numerator and denominator for both years in which they were in grade 12. This caused an inflated percentage of students taking MTAS for the 2018–19 school year. The new calculation will only count those students the first time they are grade 12 students.

# Odds & Ends

**TMS Outage**: The Training Management System (TMS) will be unavailable starting at 7:30 on Thursday, December 12, for database upgrades. The TMS will be accessible again by 8 a.m. the following morning.

# *Upcoming Opportunities*

## New DAC Q&A: Registration

The December New DAC Q&A is Tuesday, Dec. 17, from 2–3 p.m. Experienced DACs are welcome to attend as well. Register for the New DAC Q&A webinar. The prerequisites are to review Chapters 5 and 6 of the *Procedures Manual*. Chapter 5 focuses on accommodations for students with IEPs and 504 plans; Chapter 6 focuses on linguistic supports for English learners (ELs). After reading the chapters, submit questions for the New DAC Q&A webinar. MDE will answer these questions during the webinar.

- Phone number: 415-655-0003

- Access code: 965 851 136

- Password for webinar: newDACsrock!

Note: New DAC Q&A Webinars are not recorded since they are not designed as trainings to introduce or describe new information. If you are unable to attend a webinar and have a question about the information in the prerequisites, contact Sequoia at mde.testing@state.mn.us or 651-582-8674.

## MCA-IV Reading Test Specification Committee

MDE is requesting applications from language arts, special education, and EL teachers in grades 3–10 for the MCA-IV reading test specifications committee. MDE is looking for a diverse representation of educators to ensure the committee represents the state with respect to ethnicity, gender, school district type, district size, and geographical region. This is an opportunity for educators to provide advice on the new assessment, and to ensure test content aligns closely with best practices in classroom instruction.

Committee members will receive an honorarium or substitute reimbursement. Travel expenses and lodging for those travelling from outside the metro area will be provided. The committee will meet at MDE in Roseville for a total of eight days. Committee members must commit to attend all meetings. Meeting dates are as follows:

- June 23–24, 2020

- Sept. 29–30, 2020

- Nov. 17–18, 2020

- Feb. 23–24, 2021

Interested applicants need to apply for the Reading MCA–IV test specifications committee by Jan. 5.

# *Tech Update*

## ACCESS Tip: Mouse Considerations

For more information and important hardware considerations when preparing for ACCESS testing, see the *ACCESS Testing Tip: 3-Button Mice* article above.

## Key Technology Information for ACCESS

- **Testing Window**: Jan. 27–March 20

- **Service Provider and Website**: Data Recognition Corporation (DRC); wida-ams.us

- **System Requirements**: Technology Requirements for WIDA assessments

- **Customer Support**: 855-787-9615 or WIDA@datarecognitioncorp.com

- **Key Technology Resources**: *WIDA AMS User Guide*, *COS-SD Technology Readiness Checklist for WIDA Online Assessment*, and other related resources are available in WIDA AMS. In order to access technical resources, log in to WIDA AMS > All Applications > General Information > Documents > [leave all filters at All to see the resources].

- **Training Opportunities**: Live and recorded webinars are included in the *2019–20 Q&A Webinar Schedule for Technology Coordinators* document, which is included in the list of technology resources in WIDA AMS, referenced in the previous bullet.

## Technology Preparation for MCA

The *Infrastructure Readiness Checklist* is now available on Pearson's Technology page to assist districts and schools with preparation for online MCA testing. As indicated in the table below, the webinar for experienced Technology Coordinators will take place tomorrow, Dec. 12. The recorded version of this training, as well as the training designed for new Technology Coordinators, will be posted in the Training Management System (TMS) on Friday, Dec. 20.

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