

AN UPDATE FROM STATEWIDE TESTING—DECEMBER 4, 2019

QUICK LINKS	IMPORTANT DATES
<ul style="list-style-type: none"> • Preparing for ACCESS and Alternate ACCESS for ELLs • Pretest Editing in Test WES • New DAC Q&A: Registration • DAC Resources • Technology Preparation • MCA-IV Reading Test Specification Committee • Upcoming Opportunities • Tech Update 	<p>Nov. 25–Dec. 13: Indicate the number of online testers for grades 1–12, and order test materials in WIDA AMS</p> <p>Dec. 9: Pretest Editing window opens in Test WES</p> <p>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</p>

Preparing for ACCESS and Alternate ACCESS for ELLs

WIDA AMS Tasks

In preparation for ACCESS and Alternate ACCESS, districts need to complete applicable tasks in WIDA AMS by 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].

Note: If a district has a student that needs the Human Reader for Items accommodation (HI), the human reader script will need to be ordered from DRC during the Additional Orders window (Jan. 17–March 13).

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.

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Pretest Editing in Test WES

Pretest Editing opens this Monday, Dec. 9. During Pretest Editing, DACs indicate accommodations and linguistic supports for MCA as needed, ensure students are assigned to the correct test for MCA and MTAS, select shipping options for the district for the shipment of MCA and MTAS test materials, and confirm certain tasks have been completed for all statewide assessments. For more information, see the updated *Pretest Editing User Guide* (posted on the [Test WES page](#)) or attend the Pretest Editing Training (described in the [Upcoming Opportunities](#) section below).

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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. 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!

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DAC Resources

The *Resources Overview for District Assessment Coordinators* includes resources that MDE requires all DACs to use in order to be considered fully trained. Other resources for District Assessment Coordinators (DACs) are available on MDE's website on the [District Resources page](#). See a list of the documents and infographics below. Note that the infographics are meant to be used as way to present information at a higher level and be a quick reference for various components of the DAC role or tasks. Detailed information on these topics is available in other documents.

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

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Technology Preparation

DACs are the primary recipients of information about test administration, and it is important for DACs and technology staff to develop a communication plan for sharing information for online infrastructure setup, maintenance, and troubleshooting. One important resource is the Tech Update section of the *Assessment Update*. Today's [Tech Update](#) includes information about the *Infrastructure Readiness Checklist*, an important document for preparing to administer the MCAs.

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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.

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Upcoming Opportunities

Pretest Editing Training

DACs can start working in Pretest Editing in Test WES starting next week. The *MDE Pretest Editing Training for New DACs* will take place on Dec. 10 from 1–3 p.m. This training is designed to provide detailed information about tasks DACs must complete during Pretest Editing in Test WES. It is intended for New DACs who have been in the position for less than 3 years; experienced DACs are also welcome to attend.

Handouts for the webinar, including an updated *Pretest Editing User Guide*, are now available to access before the webinar begins. To access the handouts, you must first register for the training and use the link in the registration email to join the webinar; on this page, the handouts are available under “Course material.” Handouts will also be available at the start of the webinar.

[Register for the Pretest Editing Training](#). On Dec. 10, use the following information to join the webinar:

- Call-in Number: 415-655-0003
- Access Code: 967 948 818
- Password for webinar: MDEDACs

WIDA Webinar: Managing Test Sessions

On Dec. 11, WIDA will provide a webinar with information on how to create and manage online test sessions in WIDA AMS. [Join the WIDA webinar: Managing Test Sessions on Dec. 11 at 1 p.m.](#)

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Tech Update

Updated System Requirements

The [Supported System Requirements for ACCESS for ELLs and Screener](#) have been posted to WIDA AMS and added to the [Technology Coordinator Resources](#) in the WIDA Secure Portal. These system requirements are valid for November 2019 through February 2020.

Spring 2020 Infrastructure Readiness Checklist

The *Infrastructure Readiness Checklist* is now available on Pearson’s [Technology page](#) to assist districts and schools with preparation for online MCA testing. This checklist provides steps to help create a successful testing experience for schools and students while administrating the online MCA. To limit test day technical issues,

technology staff should perform the tasks outlined in the *Infrastructure Readiness Checklist* according to the recommended timelines.

If you have any questions about online testing infrastructure setup, contact the Pearson help desk at 888-817-8659 or [submit a Pearson help desk request online](#). In addition to the Pearson help desk, you may also utilize Pearson’s Technology [Office Hours](#) and schedule a one-on-one virtual meeting with a technology field engineer to discuss specific setup instructions or other challenges. Keep in communication with your DAC about any issues encountered as you prepare for testing.

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 (TMS) 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.	<i>New Technology Coordinator Training</i> (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
Thursday, Dec. 12 1–2 p.m.	<i>Experienced Technology Coordinator Training</i> (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

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STATEWIDE TESTING: MEASURING EDUCATIONAL PROGRESS IN MINNESOTA

Minnesota Department of Education

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