

AN UPDATE FROM STATEWIDE TESTING—FEBRUARY 19, 2020

| QUICK LINKS | IMPORTANT DATES |
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| <ul style="list-style-type: none"> • WIDA AMS: Tasks and Resources • PearsonAccess Next Setup and Preparation • Initial Shipment of MCA and MTAS Test Materials • Pretest Editing Remains Open • Guidelines for Administration of Accommodations and Linguistic Supports • Test Security Notification and Test Administration Report • Upcoming Opportunities • Tech Update | <p>Jan. 27–March 20: ACCESS and Alternate ACCESS testing window</p> <p>Feb. 18–19 or Feb. 25–26: Districts receive MCA and MTAS test materials based on District Options selections in Test WES</p> <p>Feb. 24: Begin entering LCI data in PearsonAccess Next</p> <p>March 2: MCA and MTAS testing window opens</p> |

WIDA AMS: Tasks and Resources

Manually Adding Students

When districts need to manually add any English learners directly into WIDA AMS (e.g., a newly enrolled student), ensure all student information entered matches MARSS—including the student’s date of birth and gender—to decrease discrepancies in Test WES during Posttest Editing. For more information, see the *Add a Student WIDA AMS* video or the *WIDA AMS User Guide*, starting on page 105. These are both on the [WIDA AMS page](#) of the WIDA Secure Portal.

Indicating Test Codes and Accommodations

For students that need an accommodation or test code (referred to as Do Not Score codes in WIDA AMS), districts indicate those in WIDA AMS during the testing window. Detailed information about indicating accommodations starts on page 69 of the *WIDA AMS User Guide*, and information about indicating test/Do Not Score codes starts on page 72. Note: Certain test codes (i.e., Not Enrolled and Medical Excuse) can only be indicated during Posttest Editing in Test WES; for more information, refer to the *Test Codes* section in the *Procedures Manual*, starting on page 179.

Monitor Test Administration

In order to monitor the status and progress of testing across schools, DAC can use the following resources as described in the [WIDA AMS User Guide](#).

- **Student Status Dashboard:** The Dashboard displays student testing status by school and includes filter options by testing status, grade, domain, and assessment. More information starts on page 92.
- **Student Test Progress:** View the online testing progress for one or more students on the Student Test Progress page, which is described on page 125.
- **Status Reports:** WIDA AMS provides a number of status reports that you can use to track testing activity for a test administration in a particular district and school. During testing, these reports are updated daily at the end of each testing day for the online assessments. For details about the contents of the status reports, see the table on page 149.
- **Online Testing Statistics Report:** View reports by student/grade or date with the Online Testing Statistics reports, which are described on page 150.

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PearsonAccess Next Setup and Preparation

Various user guides, including the *MCA Online Testing User Guide*, *MCA Data Entry User Guide*, and *MTAS Data Entry User Guide*, are available on the [User Guides page](#).

Districts can now create and set up test sessions in PearsonAccess Next. Step-by-step instructions are available in the *MCA Online Testing User Guide*. Test sessions cannot be started prior to the first day of the testing window, and it is recommended that test sessions are not started until the actual day of test administration. The *MCA Data Entry User Guide* and *MTAS Data Entry User Guide* provide information and instructions for test preparation and guidance for data entry for students taking a paper MCA or MTAS.

New for 2019–20: Test tickets can be printed for multiple MCA online or data entry test sessions in PearsonAccess Next on the Sessions page. Step-by-step instructions will be posted to the User Guides page by Friday, Feb. 21. Note: This enhancement was not covered in recent DAC trainings as the functionality was still being tested. For any questions about printing test tickets for multiple sessions, contact the Pearson help desk at 888-817-8659 or [submit a Pearson help desk request](#).

The following trainings are available in the [Training Management System \(TMS\)](#) on the Other Trainings tab in the District-Assigned Trainings category.

- *Managing MCA Test Sessions in PearsonAccess Next* is an optional module for staff who manage MCA test sessions in PearsonAccess Next; it provides information about using the system before and during testing.
- *Entering MTAS Data in PearsonAccess Next* is an optional module for staff who enter the Learner Characteristics Inventory (LCI) data and MTAS scores in PearsonAccess Next.

Reporting Groups

District Assessment Coordinators (DACs) and Assessment Administrators (AAs) can create reporting groups in PearsonAccess Next for staff to access student results, including On-Demand Reports and Historical Student Data. There are two options for creating reporting groups—manually or uploading a file. For more information, refer to the [Reporting Groups User Guide](#) or the *Reporting Groups in PearsonAccess Next* short video training in [TMS](#); this is available on the Data and Reporting tab in the Pearson Data and Reporting Trainings category.

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Initial Shipment of MCA and MTAS Test Materials

The initial quantities of paper test materials for MCA and MTAS are based on information that was entered in Pretest Editing by Jan. 17. The shipment of these test materials have arrived (or will arrive) at the district office or schools either this week (Feb. 18–19) or next week (Feb. 25–26), depending on the shipping location and dates selected in Test WES. If no changes were indicated in Test WES, the default options were to ship materials to district offices this week.

Districts can track the status of the shipment in PearsonAccess Next 2–3 days prior to the arrival date. For more information, refer to [Viewing Test Material Reports and Tracking Information](#).

Receiving and Inventorying Test Materials

MCA paper test materials and MTAS test materials will be boxed separately and have different packing lists and security checklists. Use these materials to inventory all materials received; electronic copies of each school's security checklists are also available on PearsonAccess Next.

The security of the test materials must be maintained when inventorying and organizing, and all secure test materials must be kept in a secure, locked location until testing. For more information, refer to the [Receiving Secure Test Materials guide](#) or the *Handling Secure Paper Test Materials*—an optional module in the [Training Management System \(TMS\)](#) on the Other Trainings tab in the District-Assigned Trainings category.

Placing Additional Orders in PearsonAccess Next

The window for placing additional orders in PearsonAccess Next for MCA paper test materials and MTAS test materials is now open. Additional test materials can be ordered until noon on the Wednesday before the last day of the testing windows. Additional orders may be placed for any of the following reasons:

- **New for 2019–20:** Districts want to receive hard copies of the *Testing Directions: Online*, which can only be ordered during the additional orders window. MDE recommends districts order no more than one set of directions for every 30 students and only order the quantity of the directions needed.
- Students have newly enrolled or there are changes in accommodations/linguistic supports or test assignments after Jan. 17.

- The district decided not to receive MTAS test materials in the initial test materials shipment (a decision made during Pretest Editing).
- Students require the MTAS Presentation Pages and Response Option Cards for reading in a symbol format.

For step-by-step instructions on placing an additional order, refer to [Ordering Additional Test Materials](#). For any questions about placing additional orders, contact the Pearson help desk at 888-817-8659 or [submit a Pearson help desk request](#).

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Pretest Editing Remains Open

DACs use Pretest Editing in Test WES to ensure the district is set up for spring testing. Though some tasks needed to be completed by Jan. 17, the Pretest Editing window is open throughout the testing windows. The following tasks—some of which are requirements—may still be completed in Test WES:

- By May 1, confirm the following on the District Confirmation page:
 - All staff, including the DAC, have completed training requirements prior to test administration.
 - All students indicated to take the MTAS will meet eligibility requirements at the time of testing.
- By May 22, confirm on the District Options page whether you want to receive student results labels along with the shipment of Individual Student Reports (ISRs).

Throughout the window, districts may do the following on the Precode Search and Edit Screen:

- Add or remove accommodations/linguistic supports.
- Change test assignments for MCA and MTAS.
- Change the high school science send indicator.
- Assign custom groups.

Districts may also use a file upload to indicate accommodations/linguistic supports, assign custom groups, and change the science send indicator from “Y” to “N.” For further information, refer to the [Test WES Pretest Editing User Guide](#).

Note: Any paper test materials needed based on these changes must be ordered in additional orders in PearsonAccess Next. See more information about additional orders in the previous article.

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Guidelines for Administration of Accommodations and Linguistic Supports

The *Guidelines for Administration of Accommodations and Linguistic Supports* are available on 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, and signed interpretation. **New for 2019–20:** Additional guidance on American Sign Language (ASL) interpretation has been added and 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 instead of the entire document.

Timelines for Providing Materials to Testing Staff

For staff administering a braille test or a sign language interpreter administering a Mathematics or Science MCA script, District or School Assessment Coordinators should provide applicable test materials up to 5 business days prior to the scheduled administration. This includes the Mathematics or Science MCA script, as well as the braille test book. The same timeline applies for a sign language interpreter for MTAS (if not the Test Administrator). Staff must keep materials secure as they prepare for testing.

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Test Security Notification and Test Administration Report

For all statewide testing administrations (MCA/MTAS and ACCESS/Alternate ACCESS), the Test Security Notification (TSN) and Test Administration Report (TAR) are methods of documenting certain occurrences during testing. Detailed information starts on page 52 of the [Procedures Manual](#).

Test Security Notification

The TSN is used for reporting security violations involving state assessments; it must be submitted online in Test WES by the DAC. Security violations involve actions that jeopardize the integrity of test results and/or give an unfair advantage to a student or group of students, including, but not limited to, leaving test materials unsecured, discussing secure test items with staff or students, distributing secure test content via email or social media, and reviewing or changing student responses.

When a security violation occurs, the School Assessment Coordinator should contact the DAC, who should immediately (or no later than 24 hours after the violation occurs) contact Sequoia Block at 651-582-8674 or mde.testing@state.mn.us, who will advise on submitting. The report should be submitted in Test WES as soon as possible, even if investigation into the incident is still taking place. Additional documentation can be

submitted at a later time. For more information, see the *Test Security Notification* help document available under the Help link in Test WES.

New for 2019–20: MDE may also request that a TSN be submitted for tracking data violations, such as a data privacy issue related to testing (e.g., leaving student results unsecured) or not abiding by the embargo for preliminary or final assessment results.

Test Administration Report

The TAR is used to record the occurrence of a special circumstance (e.g., irregularities) or misadministrations. Misadministrations are any actions that vary from MDE's policies and procedures. In addition, TARs can assist with questions from district staff and parents regarding special circumstances or misadministrations when student results are available.

A copy of the TAR is available on page 222 of the *Procedures Manual*, but districts may use their own template for collecting the information required on a TAR (e.g., electronically).

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Upcoming Opportunities

New DAC Q&A Webinar Registration

The next New DAC Q&A webinar is Tuesday, Feb. 25, from 2–3 p.m. The prerequisites are to review Chapter 7 of the [Procedures Manual](#) and watch the *Understanding Student Precode* module in the [Training Management System \(TMS\)](#), which is on the District Assessment Coordinator tab, under the New DAC Modules category. [Submit your questions for the February webinar.](#)

[Register for the New DAC Q&A Webinar.](#) At the time of the webinar, use the following information.

- Phone number: 415-655-0003
- Access code: 966 718 025
- Password for webinar: newDACsrock!

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Tech Update

Chrome 80 Compatibility Update for ACCESS and MCA

On Feb. 7, DRC sent districts an email regarding the status of the Chrome operating system (OS) 80 and a compatibility issue with the DRC INSIGHT secure browser. The same message was included in last week's Assessment Update. Google and DRC have now applied a successful fix to this issue.

WIDA and DRC now indicate that districts may reset their Chromebook and Chromebox systems to allow the Chrome OS 80 update if previously disabled. However, Chrome OS 80 is still being reviewed internally by Pearson and has not been released as an approved OS for testing on TestNav for MCA testing.

- If you already allowed the Chrome OS 80 update in your schools based on DRC's message, no further action is needed at this point. MDE and Pearson will provide further guidance if additional action as is needed to prepare for MCA testing once their internal testing is complete.
- If you have not yet allowed the Chrome OS 80 update in your schools, MDE recommends waiting until Pearson confirms support for the OS. Waiting to update the OS should not cause issues for ACCESS testing as DRC supports OS systems back to version 74.

Contact mde.testing@state.mn.us with questions.

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STATEWIDE TESTING: MEASURING EDUCATIONAL PROGRESS IN MINNESOTA

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