

AN UPDATE FROM STATEWIDE TESTING—FEBRUARY 26, 2020

QUICK LINKS	IMPORTANT DATES
<ul style="list-style-type: none"> • Save the Date: March New DAC Q&A Webinar • MCA/MTAS Irregularities • PearsonAccess Next Resources and Tasks • Verifying Student Information for MCA/MTAS • Training Requirements • Required District Test Security Procedure • MCA Testing Directions • Resume Vs. Resume-Upload in TestNav • MCA Testing Tips: Restarting iPads • MTAS Participation Documentation • Overseeing ACCESS and Alternate ACCESS Administrations • Minnesota Report Card: Growth Tab • Tech Update 	<p>March 2: MCA and MTAS testing windows open</p> <p>March 13: Last day for additional orders for ACCESS or Alternate ACCESS materials</p> <p>March 18: Deadline for districts to submit their Assurance, Rationale, and Context (ARC) response to MDE</p> <p>March 20: Last day of the ACCESS and Alternate ACCESS testing window</p> <p>March 27: Deadline to ship ACCESS and Alternate ACCESS paper test materials to DRC</p>

Save the Date: March New DAC Q&A Webinar

The March Q&A webinar will be held on Tuesday, March 17, from 2–3 p.m. For the March webinar, there are no prerequisite readings or trainings to review. The focus will be on any questions you may have for the end of the ACCESS and Alternate ACCESS testing window and the beginning of the MCA and MTAS testing windows.

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MCA/MTAS Irregularities

MDE provides districts a resource on PearsonAccess Next called [MCA/MTAS Irregularities](#) (formerly referred to as *Testing Situations and Misadministrations*), which outlines some irregular situations and misadministrations that may occur during testing and require additional action. While not an exhaustive list, this document

describes many situations that arise during testing and may help the district know the proper course of action. DACs should always use the current-year version posted to PearsonAccess Next when considering next steps. This document is reviewed and updated annually; the updated version will be posted by Friday, Feb. 28. In most cases, the DAC will contact Pearson and provide detailed information about the issue.

New for 2019–20: When contacting the Pearson help desk for irregularities, DACs should indicate that they have an irregularity and need to speak with the Minnesota Program Team. This will ensure the DAC is escalated to someone who can help resolve the situation. Detailed information is provided at the beginning of the document.

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PearsonAccess Next Resources and Tasks

As districts prepare for MCA and MTAS testing and complete setup in PearsonAccess Next, the following user guides provide step-by-step information and are available on the [User Guides page](#).

- The *MCA Online Testing User Guide* provides instructions for online MCA administrations and describes a variety of tasks, including the following:
 - Managing test sessions
 - Verifying accommodations and linguistic supports
 - Printing student rosters and testing tickets*
 - Indicating test codes
- The *MCA Data Entry User Guide* provides instructions for entering student responses from MCA paper test materials into online data entry forms in TestNav and describes a variety of related tasks, including the following:
 - Managing Data Entry test sessions
 - Printing testing tickets for staff who are completing the data entry*
 - Entering student responses online in TestNav
 - Monitoring data entry progress
- The *MTAS Data Entry User Guide* provides instructions on the administrative and data entry tasks in PearsonAccess Next for MTAS, including the following:
 - How user roles affect MTAS data entry
 - Assigning students to data entry staff
 - Entering LCI data and MTAS scores
 - Indicating test codes

***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 are posted to the User Guides page.

Additional MTAS Reminders

DACs or Assessment Administrators (AAs) may assign MTAS Score Entry users to student tests, as needed, in PearsonAccess Next. The MTAS Score Entry user role should not be added to users with the DAC or AA user role as it will limit their permissions.

LCI data must be entered and saved once for each student who will take the MTAS. The LCI data entry window is already open in PearsonAccess Next; however, no MTAS tests may be administered and no MTAS scores can be entered prior to the testing window opening on March 2. If a user is only going to enter LCI data, the student(s) do not need to be assigned to the user.

Test Administrators need to have access to MTAS test materials before testing to prepare for individual student needs (e.g., enlarge material, find manipulatives, etc.). This includes the Task Administration Manual, Presentation Pages, and Response Option Cards. MTAS test materials must be kept secure by the Test Administrators as they prepare for testing.

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Verifying Student Information for MCA/MTAS

Test Eligibility for MCA/MTAS

Before students can be added to test sessions or assigned for MTAS data entry, confirm they are loaded to PearsonAccess Next and eligible for the correct tests. Information is sent to Pearson in nightly precode files for all students who are enrolled in your district. Precode files will continue to be sent nightly throughout the testing windows.

If a student's test eligibility does not appear in PearsonAccess Next, first verify the student's information in Test WES under Precode Student Eligibility. Enter the student's MARSS/SSID number to check on the following possibilities:

- *There is a MARSS issue.* If blank demographic fields appear when you enter the MARSS/SSID number, then there is an issue with submitting the student record in MARSS or the student has not been submitted in MARSS. Work with your MARSS Coordinator to correct any issues and resubmit MARSS.
- *The student is being sent in precode for another district or school.* The first column appearing in the Precode Eligibility table (at the bottom of the screen) is the district/school for which the student is being sent in precode. If the student is dual-enrolled, the student may be sent in precode for the other district/school. Verify who will be testing the student and manually change the school where the student will be testing, as needed, by selecting "Add" on the student's information.
- *The student record has not yet been sent in precode to Pearson.* If a student was recently submitted in MARSS or you recently made a change in Precode Student Eligibility, the record may not have been sent to Pearson yet. When changes are made through a MARSS update, the student information and test eligibility is typically available in PearsonAccess Next two business days after MARSS is submitted.

More information is included in the [Test WES Precode User Guide](#).

Accommodations and Linguistic Supports for MCA

Districts can continue to make changes in accommodations and linguistic supports for MCA in Test WES throughout the testing window. As needed, additional test materials can be ordered in PearsonAccess Next. Refer to [Ordering Additional Test Materials](#) for more information.

Districts must ensure accommodations/linguistic support codes that affect the online test students take are indicated at least one business day prior to the student testing, including accommodated text-to-speech (MC) and word-to-word pop-up translation (HM, SO, SP) codes for Mathematics and Science MCA.

In addition, staff can only add students to a session if they are eligible for the test assigned:

- Only students with the script for Science MCA (MS) accommodation/linguistic support code will be eligible to add to a session with a Science Script test assigned.
- Only students who have an accommodation or linguistic support code that requires data entry (e.g., 18, BR, HC) will be eligible to add to a session with a Data Entry test assigned.
- All other students, including those students requiring accommodated text-to-speech or word-to-word pop-up translations will be eligible for a regular test session (e.g., Grade 07 Mathematics MCA).

Full details, including how to verify that the applicable codes appear in PearsonAccess Next, are included in the [MCA Online Testing User Guide](#).

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Training Requirements

The DAC is responsible for ensuring that all individuals involved with any aspect of test administration or materials receive training on test administration and test security **each year** prior to testing. This includes technology staff who set up the online tests, office staff that receive shipments of test materials, and all staff that have keys to areas where secure test materials are stored. Minimally, all staff are required to complete the *Test Security Training* and be aware of district-specific testing procedures.

Much of the training to be completed is in the [Training Management System \(TMS\)](#) and MDE has developed courses that are available by role. Reference Chapter 3 of the [Procedures Manual](#) for more information; the section on training requirements starts on page 55.

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Required District Test Security Procedure

While the *Test Security Training* addresses MDE policies and procedures for testing, each district has additional policies and procedures for test administration that must be communicated and followed. Because they are

specific to each district, it is the DAC’s responsibility to identify these policies and procedures in the district test security procedure. Each district determines how this information will be communicated to staff as appropriate for their role. This may be through a district or school training or in writing (e.g., email, handout, etc.).

If districts need to revise or revisit their procedure, there is a list of specific requirements in Appendix B of the *Procedures Manual*, and district may use the [District Test Security Procedure Template](#) as needed.

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MCA Testing Directions

Test Monitors are required to use testing directions to ensure test administrations are standardized across the state as much as possible. For this reason, it is imperative that Test Monitors are familiar with and use the applicable directions during testing. There are two versions of the [MCA Testing Directions](#) depending on how the test is being administered—*Testing Directions: Online* and *Testing Directions: Paper*.

There are two sections of the *Testing Directions* that must be provided and used for every test administration: *Script to Read to Students* and *Answering Questions and Providing Assistance*. These sections must be provided in their entirety and cannot be modified (e.g., portions of the script removed). However, districts may work with Test Monitors prior to testing to determine what will be said for the fields that districts fill in (e.g., how testing is scheduled). Districts decide which other sections they will provide.

Districts may also determine if they will allow Test Monitors to access the directions electronically during test sessions rather than using a printed copy. If accessed electronically, Test Monitors must follow MDE and district policies regarding device usage (e.g., not checking email or using the device for other work).

New for 2019–20: The scripted portion of the Testing Directions have been translated into Hmong, Somali, and Spanish. The translated versions are available on the Testing Directions page.

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Resume Vs. Resume-Upload in TestNav

In order to decrease the number of errors students experience in TestNav, there is new guidance for students who remain in Active status despite being done testing for the day, which may occur with an “ungraceful” test exit (e.g., a student turning off their device without signing out of the test first). When resuming, users will now complete two steps in PearsonAccess Next before students sign back in: the first step will place the test in a Resumed-Upload status, and the second step will change the Resumed-Upload status to a Resumed status. See pages 22 and 23 of the [MCA Online Testing User Guide](#) for more information.

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MCA Testing Tip: Restarting iPads

Pearson recommends restarting or resetting iPad devices used for testing at the end of each day. As students test on iPads, memory fills up and some TestNav tools, including highlighting, may not work consistently. See the [Tech Update](#) below for additional details.

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MTAS Participation Documentation

As previewed in the [Jan. 22 Assessment Update](#), all districts are required to complete an Assurance, Rationale, and Context (ARC) response and submit it to MDE by March 18 via an [online survey](#). To complete this task, districts should use the *Alternate Assessment (MTAS) Participation District Report*, which is available in [Assessment Secure Reports](#), and the *Alternate Assessment Participation and Assurance, Rationale and Context (ARC) User Guide*, which is available on the [MTAS Participation page](#). Additional documents have been added to the page including an ARC response survey questions template as a Word document, a PowerPoint used in the January Q&A sessions, and the letter that went out to all districts on Jan. 22.

Roughly 40% of districts have submitted ARCs so far, and the initial responses provide MDE assurances and context that will support our continued conversations with Department of Education (USDOE) staff around Minnesota's alternate assessment participation rates. We appreciate the efforts made so far to provide MDE with this information and look forward to having a complete catalog of district responses for this work. Contact mde.alt.assessment@state.mn.us with any questions as you complete the survey by March 18.

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Overseeing ACCESS and Alternate ACCESS Administrations

MDE realizes that in some districts, an EL Coordinator or other EL staff coordinates ACCESS and Alternate ACCESS testing. In these cases, it is important that the DAC is aware of how the process is being implemented to ensure the district's security procedures are being followed, all required trainings are completed, and that all secure materials are accounted for and returned to DRC by the deadline in late March.

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Minnesota Report Card: Growth Tab

As part of the changes to growth reporting, the Minnesota Growth tab (under How Well are Students Doing? > Are students mastering standards?) will be removed from the [Minnesota Report Card](#) this Friday morning, Feb. 28. The removal of the Minnesota Growth tab is the only change to growth data being implemented in 2019–20.

Note: This data is available in the public [Assessment and Growth Files](#) as well as in the *District & School Student Results (DSR & SSR)* in [Secure Reports](#).

Tech Update

iPad Memory Restart for MCA

Pearson recommends restarting or resetting iPad devices used for testing at the end of each day. As students test on iPads, memory fills up and some TestNav tools, including highlighting, may not work consistently. Performing a soft restart or resetting the iPad are the recommended troubleshooting methods for deleting temporary files and closing background processes to free up internal memory.

- Soft restart the iPad:
 - Press and hold the Power button until the red slider appears.
 - Drag the slider to turn your device completely off.
 - After the device turns off, press and hold the Power button again until you see the Apple logo.
- Force reset the iPad:
 - From the home screen, press and hold the Power button and the Home key simultaneously until the Apple logo appears.
 - Release the Power button and the Home key when the Apple logo appears.
 - iPad restarts.

Note: If you have an iPad without a Home button, such as the 2018 iPad Pro, complete the following:

- Press and quickly release the Volume Up button.
- Press and quickly release the Volume Down button.
- Press and hold the Power button until the device restarts.

Technology Troubleshooting Resources for MCA

The following resources are available on the Technology tab of PearsonAccess Next to assist with troubleshooting technology issues during online MCA testing:

- For question related to PearsonAccess Next, view the [Troubleshooting for Online Testing page](#)
- For issues related to TestNav, view the [Troubleshooting page](#)
- For a complete list of TestNav errors codes students could encounter during testing, along with additional information and troubleshooting instructions, view the [Error Codes page](#)

Contact the Pearson help desk 888-817-8659 or [submit a Pearson help desk request](#) online. If students are actively testing, ask to be immediately transferred to Level 2 Technology Support.

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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

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