

AN UPDATE FROM STATEWIDE TESTING—FEBRUARY 5, 2020

QUICK LINKS	IMPORTANT DATES
<ul style="list-style-type: none"> • New DAC Trainings: Pearson’s Systems • New DAC Q&A: Save the Date • ACCESS and Alternate ACCESS Testing Reminders • Testing Tips: Administering ACCESS • User Account Management in PearsonAccess Next • Minnesota Report Card: Growth Tab • Upcoming Opportunities • Tech Update 	<p>Jan. 27–March 20: ACCESS and Alternate ACCESS testing window</p> <p>Feb. 17: Begin set up for MCA online testing and data entry in PearsonAccess Next</p> <p>Feb. 18: Additional orders window opens in PearsonAccess Next for MCA and MTAS</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>

New DAC Trainings: Pearson’s Systems

Pearson will provide training on PearsonAccess Next and TestNav for new DACs and any other interested staff in the district; experienced DACs are welcome to attend as well. The table below contains the training topics, dates, and links to join each session on the day of the training. No registration or password is required.

For each webinar training, the call-in phone number and conference code will be the same:

- Call-in phone number: 877-554-0877
- Conference code: 571 468 0293

Note: Depending on your WebEx and computer configurations, you may need to call in to the webinar to hear audio.

DATE	TRAINING AND TOPIC	MEETING LINK
Tuesday, Feb. 11 1–3 p.m.	<i>PearsonAccess Next and Reporting: New DACs (1–2 years)</i> Comprehensive overview of PearsonAccess Next for MCA and MTAS 2020.	Join the PearsonAccess Next and Reporting webinar on Feb. 11.
Thursday, Feb. 13 10–11 a.m.	<i>TestNav and Item Samplers: For New DACs and Educators (1–2 years)</i> Overview of TestNav general functionality and online and accessibility tools, signing in to TestNav, checking audio, verifying student name, and the differences between Reading, Mathematics, and Science MCAs. How to access item samplers will also be addressed.	Join the TestNav and Item Samplers webinar on Feb. 13.

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New DAC Q&A: Save the Date

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 \(TMS\)](#), on the District Assessment Coordinator tab, under the New DAC Modules category.

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ACCESS and Alternate ACCESS Testing Reminders

The testing window for the ACCESS and Alternate ACCESS is open until March 20. Below are a few reminders for testing.

- Districts must make sure they are prepared to administer the online grades 1–12 ACCESS using the available [technology resources](#).
- Districts need to manually add any new English learners directly into WIDA AMS. When adding students, 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 additional orders, districts should use all district/school coverage before requesting additional orders. If there is a need to order additional materials, districts should combine all additional material needs into one district order by using the District-Level Additional Orders Only Site-WWW in the school drop-down.

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Testing Tips: Administering ACCESS

During ACCESS testing, there may be times when a student is making slow or no progress in their domain. It is important that Test Administrators use appropriate prompts or encouragement in these situations so the student can progress through the domain as intended. Page 118 of the [Test Administrator Manual](#) provides some guidance, including the following:

- The Test Administrator should monitor student progress and be proactive in helping students if they are having difficulty progressing.
- If a student pauses for a long time (one or two minutes) during the test, and it is clear that the student is not just listening to the test audio, the Test Administrator should prompt the student to provide a response and move on.

Remind your staff that ACCESS is a language proficiency test rather than an academic content test, and that spending more than the estimated test administration times provided by WIDA on the test will generally not increase a student's score; WIDA's field test studies support this conclusion. Each domain is designed to be administered in a relatively short amount of time in order to measure each student's English proficiency. If a student is working productively, use your professional judgement to give them the time that they need to complete the domain.

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User Account Management in PearsonAccess Next

DACs should annually review users to ensure accounts in PearsonAccess Next are accurate. DAC and 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.

The following are important facts about PearsonAccess Next user accounts:

- Pearson creates all DAC accounts based on what is indicated in [MDE-ORG](#).
- For security purposes, passwords automatically expire every 180 days.
- User accounts are disabled after 240 days of inactivity.
- User accounts are deleted after 390 days of inactivity.

For additional information, use the following resources:

- A high-level overview of these tasks is available in the [User Account Management in PearsonAccess Next](#) infographic.
- 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.
- Detailed information is available in the [PearsonAccess Next User Accounts Guide \(2019–20\)](#).

- Contact Pearson at 888-817-8659 or [submit a Pearson help desk request](#) with additional questions.

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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](#) on Friday, Feb. 28, 2020. 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](#).

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Reporting Groups Focus Group

Pearson is looking for DACs who have experience creating Reporting Groups manually within PearsonAccess Next to participate in a virtual focus group. Typically, this functionality is used by small- or medium-sized districts. The focus group will be approximately one hour and focus on ways to improve usability and user experience for the spring 2021 test administration. If you are interested in participating, please provide your contact information to the Pearson help desk at 888-817-8659 or [submit a Pearson help desk request](#).

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Upcoming Opportunities

Growth Reporting Changes: Registration

As a result of legislative changes, there will be changes to growth reporting in the coming years to increase appropriate uses of data and prepare for MCA-IV. To ensure that timely, clear, and comprehensive information is made available to schools and districts, MDE is providing webinars to discuss the changes. The overview will include background of the different reporting requirements, design of the assessments, and rationale for the changes. See registration links for the remaining webinars in the table below, or read more in the *Growth Reporting Changes* document, posted on the [District Resources page](#) (under the Test Score Interpretation heading).

DATE	TIME/NOTES	REGISTRATION LINK/ADDRESS
Monday, Feb. 10	11 a.m.–noon (focused on charter schools)	Register for Feb. 10 (morning) Growth Training webinar.

DATE	TIME/NOTES	REGISTRATION LINK/ADDRESS
Monday, Feb. 10	2:30–3:30 p.m.	Register for Feb. 10 (afternoon) Growth Training webinar.
Thursday, Feb. 13	10–11 a.m.	Register for Feb. 13 (morning) Growth Training webinar.
Thursday, Feb. 13	12:30–1:30 p.m.	Register for Feb. 13 (afternoon) Growth Training webinar.

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Tech Update

Content Filter/ Firewall Set-up

For the MCA test administration, make sure all firewalls and content filters are properly set up prior to testing. Section 6 of the *Infrastructure Readiness Checklist (2019–20)* (available on the [Technology page](#)) contains detailed information about the websites and ports that need to be whitelisted. This information is also documented on the [TestNav 8 customer support site](#) under the Network Requirements and Guidelines. Running a quick infrastructure trial can help identify if Pearson content is unintentionally getting caught by your content filter.

If you have any questions, contact the Pearson help desk at 888-817-8659 or [submit a Pearson help desk request](#) and ask to be escalated to the Level 2 technical team. Note: If the user is contacting Pearson by phone, the person answering the call will collect some initial details before transferring the call. You may also utilize Pearson’s [Technology Office Hours](#) and schedule a one-on-one virtual meeting with one of Pearson’s Field Service Engineers.

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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

If you have any questions or want to unsubscribe, please send an email to mde.testing@state.mn.us.