m1 DEPARTMENT OF EDUCATION

Assessment Update

AN UPDATE FROM STATEWIDE TESTING—MARCH 11, 2020

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ACCESS and Alternate ACCESS Testing Window Closing

The last day of the ACCESS and Alternate ACCESS for ELLs testing window is Friday, March 20. All testing must be completed by the last day of the window.

Additional Orders Window for ACCESS and Alternate ACCESS

The last day districts can order paper test materials for ACCESS or Alternate ACCESS in WIDA AMS is this Friday, March 13. Please contact DRC at 855-787-8615 or WIDA@datarecognitioncorp.com with any questions about ordering additional materials.

Districts should use the following guidelines regarding additional orders:

- Use both the district and school overage before requesting additional orders.

- Combine all additional material needs into one district order by using the *District-Level Additional Orders Only Site-WWW* in the school drop-down.

Returning Materials to DRC

The deadline for shipping all ACCESS and Alternate ACCESS secure test materials back to DRC is Friday, March 27, but districts should ship materials to DRC as soon as they are ready.

If your district does not have a daily UPS pickup, you must contact UPS at 866-857-1501 the day before you want to schedule a pickup. Refer to the After Testing tutorial in the *ACCESS for ELLs Training Course* or the Returning Materials (After Testing) section of the *District and School Test Coordinator Manual* for instructions on returning materials.

Any booklet that contains student responses must have either a Pre-ID Label or a District/School Label with hand-bubbled student information. Failure to adhere a label with student test information will result in no score for the domain(s) included in the test booklet. If your district needs additional District/School Labels from DRC, send the following information to MDE, and MDE will authorize DRC to send the labels:

- The name of person who will receive the labels
- The mailing address where the labels should be shipped
- Name of school to be printed on the labels
- How many labels are needed

Who to Contact—MDE, Pearson, DRC, or WIDA?

Reminder: Student Information

If you have a question about a specific student's test or situation, please only use the MARSS number when sending written requests (i.e., email or help desk request) to MDE or a service provider. For student privacy, **do not send student names in an email or help desk request**; this applies to screenshots or attachments as well.

MDE

For questions about the following topics, contact Sequoia Block at mde.testing@state.mn.us:

- MDE policies
- Training requirements
- Misadministrations
- Accommodations, linguistic supports, and general supports
- Decisions for alternate assessments
- Test WES (for MCA/MTAS)
- Precode Student Eligibility (for MCA/MTAS)

- High School Science MCA/MTAS participation

- Allowing students to complete a domain across multiple days (for ACCESS)

- Ordering additional district/school labels (for ACCESS/Alternate ACCESS)

- Creation of a DAC account for WIDA and WIDA AMS

Pearson

For questions about the following topics, contact the Pearson help desk at 888-817-8659 or submit a Pearson help desk request:

- PearsonAccess Next user accounts

- PearsonAccess Next user role responsibilities

- Completing tasks in PearsonAccess Next (e.g., creating test sessions or entering MTAS scores)

- Training Management System (TMS)

- Additional orders for MCA or MTAS materials

- Technology requirements/issues for TestNav*

*If you have any questions about technology, you can request assistance from the Level 2 technical team when contacting Pearson. If you call Pearson, the person answering the call will still 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. Note: If students are actively testing and you experience a technical issue, be sure to call the help desk and ask for Level 2 technical support rather than submitting a help desk request.

DRC

For questions about test session management, additional orders, student management in WIDA AMS, returning test materials, and technology issues, contact DRC Customer Service at WIDA@datarecognitioncorp.com or 855-787-9615.

WIDA

For questions about test administration manuals, staff training/quizzes, and preparing students for testing, contact WIDA Client Services Center at help@wida.us or 866-276-7735.

Planning for Sequoia's Temporary Leave

Those that contact MDE regularly are likely familiar with Sequoia Block, who answers the majority of the phone calls and emails districts have about testing. Sequoia is expecting the birth of a child in mid-April, and is planning to take a 3-week parental leave when the baby arrives.

When Sequoia is on leave, Statewide Testing staff will use a team effort to cover his responsibilities and respond to questions from districts. During that time, we request that you help us streamline the process by sending an email to mde.testing@state.mn.us with your question (whenever possible) for the most timely response instead of calling. If you need to talk to someone, you can call 651-582-8674. There may not be someone available to answer the phone immediately, but we will check the messages periodically and return phone calls as needed.

Note: Although you may have contact information for other staff, we ask that you continue to use the mde.testing@state.mn.us email address during this time.

COVID-19 Update

State officials are closely monitoring and preparing for the coronavirus (now referred to as COVID-19). MDE is working in close partnership with the Minnesota Department of Health (MDH) to communicate relevant information to superintendents, charter school leaders, school nurses, and school communications teams. Once a week, experts from MDH host a call with schools to share new updates and answer questions. As a partner with MDH, MDE staff are also on these calls.

Last week, MDE sent a letter to superintendents and charter school leaders that includes information and guidance on actions steps, digital learning, and emergency operations. MDE sends a weekly superintendent mailing that will include the most recent updates on the situation and notes from the weekly call from MDH.

Statewide Testing

The Division of Statewide Testing have been discussing plans and possible scenarios of the effects of COVID-19. Historically, it is rare that MDE extends testing windows due to their length (i.e., roughly two months long) and the consequences related to extensions, such as delayed reporting timelines.

As information continues to unfold, MDE will keep districts updated on any new guidance or details that affect testing. The *Assessment Update* will include important updates, and depending on the message, the Division of Statewide Testing will send a targeted email to DACs and Superintendents/Directors, as needed.

Upcoming Opportunities

New DAC Q&A Webinar Registration

The March Q&A webinar will be 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.

Submit your questions for the March 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: 266 928 799

- Password for webinar: newDACsrock!

Tech Update

Chrome 80 Compatibility Update

Pearson has completed testing on the Chrome operating system (OS) 80 and it is now listed as a supported OS on the TestNav System Requirements page. As communicated in February, DRC has also indicated support for Chrome OS 80. For purposes of statewide testing, districts may allow their Chromebook and Chromebox systems to update to Chrome OS 80 if previously disabled.

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.