

## AN UPDATE FROM STATEWIDE TESTING – JANUARY 3, 2018

QUICK LINKS	IMPORTANT DATES
<ul style="list-style-type: none"> <li>• <a href="#">Word-to-Word Translations</a></li> <li>• <a href="#">Preparing for ACCESS and Alternate ACCESS for ELLs</a></li> <li>• <a href="#">New DAC Q&amp;A Webinar Registration</a></li> <li>• <a href="#">DAC Test Administration Training Registration</a></li> <li>• <a href="#">Updates to 2018 Reporting Groups for MCA and MTAS</a></li> <li>• <a href="#">Testing Calendar Requirements</a></li> <li>• <a href="#">Upcoming Training Opportunities</a></li> <li>• <a href="#">Odds and Ends</a></li> <li>• <a href="#">Tech Update</a></li> </ul>	<p><b>Jan. 8–March 21:</b> Complete administrative tasks in WIDA AMS</p> <p><b>Jan. 19:</b> Deadline to complete certain tasks in Pretest Editing in Test WES</p> <p><b>Jan. 19:</b> Receive paper test materials and student labels.</p> <p><b>Jan. 19–March 16:</b> Order additional paper test materials in WIDA AMS, if needed</p> <p><b>Jan. 29–March 23:</b> Testing window for ACCESS and Alternate ACCESS for ELLs</p>

## Word-to-Word Translations

Word-to-word translations are linguistic supports students may use when taking the Mathematics and Science MCA. In 2018, these new resources will be available to students:

- Word-to-word translation vocabulary lists in Amharic, Arabic, Chinese, Hmong, Karen, Khmer, Laotian, Oromo, Somali, Spanish, Russian, and Vietnamese will be available on PearsonAccess Next for districts to download, print, and distribute to students.
- Word-to-word pop-up translations will be available in Hmong, Somali, and Spanish for the online Mathematics and Science MCA. Academic terms and direction words will be available for translation and will appear in a pop-up window when selected.

Commercially available word-to-word dictionaries and online word-only translation applications will continue to be available, whether students take the Mathematics and Science MCA online or with paper accommodated test materials. DACs will indicate the applicable linguistic support code during Pretest Editing in Test WES for online translations or other allowed word-to-word translation options.

## Word-to-Word Translation Vocabulary Lists on PearsonAccess Next

Paper word-to-word translation vocabulary lists will be available on Jan. 5 on the [Word-to-Word Translations page](#) (PearsonAccess Next > Preparing for Testing > Word-to-Word Translations). These may be provided in conjunction with the online test (with or without other linguistic supports) or with paper accommodated test materials (for students with an IEP or 504 plan). Districts can choose to assemble the lists by grade, grade band, or provide the entire cumulative list. Test Monitors may not translate additional terms or translate their own lists.

## Item Samplers with Pop-Up Translations in PearsonAccess Next

Mathematics and science online item samplers with word-to-word pop-up translations in Hmong, Somali, and Spanish will be available on Jan. 5 on the [Item Samplers page](#) (PearsonAccess Next > Preparing for Testing > Item Samplers). Directions will be included at the beginning of each item sampler.

## Changes to Who May Use These Supports

With the addition of online translation options, district stakeholders recommended changes to requirements around who may use word-to-word translations during testing. Previously, only students indicated as EL in MARSS were allowed to use these linguistic supports. Beginning with the 2018 MCA administration, students no longer need to be designated as English learners to use these linguistic supports. Word-to-word translation support is available to former ELs and students in immersion or dual language programs who receive their mathematics and/or science instruction in a language other than English. Districts will determine which students will benefit from word-to-word translations and how translations will be provided.

MDE recommends that districts apply the following considerations when selecting word-to-word translations as a linguistic support for students:

- EL teachers/educators and assessment staff work together to determine which students will benefit from the translations.
- English proficiency and primary language proficiency are the primary factors when determining the need for translations: not name, ethnicity, race, country of origin, or other demographic characteristics.
- Students who speak a language other than English may not be proficient readers of that language, and translated text may not be a useful support for these students.
- Students may have received most or all of their mathematics and science instruction in English and are unfamiliar with academic vocabulary in their primary language.
- Pop-up translations in the online tests may be a distraction and add testing time for students who would not benefit from them.

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# Preparing for ACCESS and Alternate ACCESS for ELLs

## Online Test Session Management in WIDA AMS

On Monday, Jan. 8, the online test session management window opens in WIDA AMS for ACCESS for ELLs testing. For step-by-step instructions for all online administration tasks in WIDA AMS, select the applicable [WIDA AMS informational video](#) or download the [WIDA AMS User Guide](#) (wida.us > Assessment > WIDA AMS).

Districts will log in to WIDA AMS to complete the tasks shown below to prepare for online administration of the grades 1–12 ACCESS.

- Under User Management: Add new district or school staff users as needed.
- Under Student Management: Review the English learners who have been loaded into WIDA AMS from the precode file, which was pulled from MARSS on Dec. 20.
  - Add English learners who have recently enrolled or who are newly identified as EL.
  - Transfer students between schools in your district as needed.
  - Indicate accommodation codes as needed.
- Under Test Management: Review the test sessions automatically created in WIDA AMS and edit as needed.

## Test Administrator Selection and Training

DACs must ensure that Test Administrators, as well as other staff involved with testing, complete the required trainings annually.

Criteria for selecting Test Administrators varies by test, grade, and domain. For full details, refer to Chapter 8 (starting on page 145) of the [Procedures Manual](#) (PearsonAccess Next > Resources & Training > Policies and Procedures).

Training is completed in the My Account & Secure Portal section of the [WIDA website](#) (wida.us > Log In) and in the [Training Management System \(TMS\)](#) (PearsonAccess Next > Resources & Training > Training > Training Management System (TMS)). Training requirements vary by role and are detailed in Chapter 3 (starting on page 51) of the *Procedures Manual*.

## Available Resources

For resources for DACs and educators, visit the [Preparation & Training page](#) (wida.us > Assessment > ACCESS for ELLs 2.0 > Preparation & Training).

- *Let's Get Going* overview document
- *Test Administrator Manual*
- *District and School Test Coordinator Manual*
- *Accessibility and Accommodations Supplement*
- *ACCESS for ELLs 2.0 What's New for 2017–18*
- WIDA-provided free webinars:

- *2017–18 ACCESS for ELLs 2.0 Webinar Schedule*
- Recordings of past webinar

For resources for educators and students, visit the [Preparing Students page](#) (WIDA > Assessment > ACCESS for ELLs 2.0 > Preparing Students).

- Handouts for students:
  - *ACCESS for ELLs 2.0 Online*
  - *ACCESS for ELLs 2.0 Paper*
- Online Speaking Guidance for Educators
- How to Get Students Ready for Online Testing
  - Test Demo
  - Interactive Sample Item
  - Test Practice

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## ***New DAC Q&A Webinar Registration***

The January Q&A webinar for New DACs will be Jan. 16 at 2 p.m. In addition to the prerequisite of reviewing Chapter 8 of the [Procedures Manual](#) (PearsonAccess Next > Resources & Training > Policies and Procedures), registrants should also review the Training section of Chapter 3, which starts on page 29. Due to the amount of information covered, this webinar is scheduled for 90 minutes (2–3:30 p.m.), rather than the usual 60 minutes.

- Date: Tuesday, Jan. 16
- Join webinar: 1:30–2 p.m.
- Webinar: 2–3:30 p.m.
- [Select this link to register for the webinar.](#)
- Phone number: 206-596-0378
- Access code: 800 062 440

After reviewing the prerequisites, please [submit questions to MDE via this link](#) before the webinar.

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## ***DAC Test Administration Training Registration***

MDE and Pearson will conduct Test Administration Trainings for DACs at three different locations. The Test Administration Training is designed for all DACs to prepare for spring testing. MDE will focus on changes to policies and procedures for the 2017–18 school year; Pearson will present changes and updates to PearsonAccess Next, TestNav, Training Management System (TMS), and reporting.

Because this training will focus on changes for this year, New DACs will have opportunities to get more information prior to the training: MDE will provide support through the New DAC Q&A webinar in January, and Pearson will provide short video trainings, which will be available in the TMS in late January.

Each training will be from 9 a.m.–3:30 p.m. with check-in beginning at 8:30 a.m. Morning refreshments and lunch will be provided. For those unable to attend one of the trainings, MDE will provide a webinar option (for the MDE part of the training) as an alternative. Pearson will post a recording of their portion of the training to the TMS and provide New DAC webinars in February.

DATE & TIME	LOCATION/FORMAT	REGISTRATION LINK
Wednesday, Jan. 31 9 a.m.–3:30 p.m.	Verizon Center: Reception Hall 1 Civic Center Plaza Mankato, MN 56001	<a href="#">Click here to register for the training on Jan. 31.</a>
Thursday, Feb. 1 9 a.m.–3:30 p.m.	TIES: Grand Hall 1644 Larpenteur Ave W. St. Paul, MN 55108	<a href="#">Click here to register for the training on Feb. 1.</a>
Monday, Feb. 5 1–3 p.m.	Webinar (MDE portion only)	<a href="#">Click here to register for the webinar on Feb. 5.</a>
Tuesday, Feb. 6 9 a.m.–3:30 p.m.	Courtyard St. Cloud: Ballroom 404 W. St. Germain St. St. Cloud, MN 56301	<a href="#">Click here to register for the training on Feb. 6.</a>

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## ***Updates to 2018 Reporting Groups for MCA and MTAS***

A teacher must be assigned to a reporting group in order to access student results for the spring 2018 test administrations. Users with the District Assessment Coordinator (DAC) or Assessment Administrator (AA) role in PearsonAccess Next can begin creating reporting groups on Jan. 29.

Pearson will not create default reporting groups for the 2018 test administrations as previously announced. Instead, based on the feedback Pearson received from DACs at the district feedback meetings, the Registration Reporting Groups Import/Export will feature several enhancements to simplify the process.

Enhancements will include the following:

- The file layout will retain only the student’s MARSS/SSID number making it easier to create a new file (Pearson’s internal UUID field will be removed from the layout).
- Districts may continue to export the file from PearsonAccess Next to use as a template, and it will contain new columns (grade and reporting group organization) that will be pre-populated with district data.

Districts will still have the option to manually create reporting groups in PearsonAccess Next. There are no changes to this functionality.

A new *Reporting Group User Guide* will be available in late January and communicated in a future *Assessment Update*. Pearson will also provide details on reporting groups at the Test Administration Trainings in January/February.

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## ***Testing Calendar Requirements***

Districts are required to have specific testing calendar information posted to the district website; the information may also be posted on the school-level websites, if the district chooses. Districts may choose how to format the information, and it should be easily accessible to students and families. Grade- and school-specific information needs to be included.

Districts are required to include the following:

- The dates when most students will be testing for each grade and subject.
  - The dates that tests will actually be administered must be posted, not just the dates of the state-designated testing window.
  - If changes are identified throughout the year, make updates to the calendar as soon as they are determined. It is important that your posted calendar is accurate prior to testing.
- Information about all tests administered, not just statewide testing, but any local districtwide assessments as well.
- The subject matter for each assessment.
- The purpose for each assessment. The source of the requirement for administering the assessment and where information about these sources can be found must also be included.
- The amount of time on average a student will spend taking the assessment. For statewide assessments, MDE recommends using the published estimated times in Chapter 8 of the *Procedures Manual*.
- The timeline and format for disseminating results.

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## ***Upcoming Training Opportunities***

### **DAC Trainings from Pearson**

In preparation for spring testing, Pearson will be offering the following webinars for District Assessment Coordinators and any other interested staff in the district. For full details, access the [Upcoming Pearson Trainings](#) (PearsonAccess Next > Resources & Training > Training).

- *TestNav and Item Samplers: For New DACs and Educators* – Wednesday, Feb. 14, 10–11 a.m.
- *PearsonAccess Next: For New DACs* – Thursday, Feb. 15, 10 a.m.–Noon

No registration is required. Links to join the sessions are included in the posted document and will be provided in future *Assessment Updates*.

## Feedback Session for New MDE Reporting under ESSA

MDE is seeking feedback on reports designed to help meet requirements under ESSA. The conversations will focus on the new Secure Reports. If you are interested in attending, please read [Appendix M: Accountability System Business Rules](#) (MDE website > Districts, Schools and Educators > Teaching and Learning > Every Student Succeeds Act (ESSA) > State Plan Public Comment > Appendix M: Accountability System Business Rules) to provide needed context. Contact Gayra Ostgaard at 651-582-8339 or [gayra.ostgaard@state.mn.us](mailto:gayra.ostgaard@state.mn.us) with additional questions.

DATE & TIME	LOCATION/FORMAT	REGISTRATION
Thursday, Jan. 11 2–4 p.m.	MDE – Conference Center B; CC-15 1500 Hwy 36 West Roseville, MN 55113	Send an email to <a href="mailto:gayra.ostgaard@state.mn.us">gayra.ostgaard@state.mn.us</a> by Wednesday, Jan. 10.
Monday, Jan. 22 1:30–3:30 p.m.	MDE – Conference Center A; CC-14 1500 Hwy 36 West Roseville, MN 55113	Send an email to <a href="mailto:gayra.ostgaard@state.mn.us">gayra.ostgaard@state.mn.us</a> by Friday, Jan. 19.
Wednesday, Feb. 7 1–3 p.m.	Webinar	<a href="#">Click here to register for the webinar by Tuesday, Feb. 6.</a>

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## Odds and Ends

- **PearsonAccess Next Unavailable:** Due to system updates, the PearsonAccess Next Training Center will be unavailable Monday, Jan. 8, and PearsonAccess Next will be unavailable Tuesday, Jan. 9.

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## Tech Update

### Technology Webinar Recordings Available (Repeat)

Pearson recently held technology coordinator trainings for both new and experienced District Technology Coordinators (DTCs). The recordings and PowerPoint presentations are now available on the [Training Management System \(TMS\)](#) (PearsonAccess Next > Resources & Training > Training) under the Technology Staff role in the Pearson Recorded Webinars category.

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Minnesota Department of Education

[education.state.mn.us](http://education.state.mn.us) > Districts, Schools and Educators > Statewide Testing

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