

## AN UPDATE FROM STATEWIDE TESTING – JANUARY 10, 2018

| QUICK LINKS   | IMPORTANT DATES  |
|---|--|
| <ul style="list-style-type: none"> <li>• <a href="#">Pretest Editing Deadlines in Test WES</a></li> <li>• <a href="#">Resources for Preparing Students for ACCESS for ELLs</a></li> <li>• <a href="#">Training Courses Available in TMS</a></li> <li>• <a href="#">Word-to-Word Translations in PearsonAccess Next</a></li> <li>• <a href="#">Recently Arrived English Learners (RAELs)</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 ACCESS 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 ACCESS and Alternate ACCESS paper test materials and student labels.</p> <p><b>Jan. 19–March 16:</b> If needed, order additional ACCESS and Alternate ACCESS paper test materials in WIDA AMS</p> <p><b>Jan. 29:</b> Initial student load for MCA and MTAS into PearsonAccess Next</p> <p><b>Jan. 29–March 23:</b> Testing window for ACCESS and Alternate ACCESS for ELLs</p> |

## Pretest Editing Deadlines in Test WES

### January 19 Deadline

DACs need to complete the following Pretest Editing tasks in Test WES by Jan. 19.

- On the District Options page, select the appropriate options for MCA and MTAS test materials delivery:
  - Request materials be shipped to the district (default) or individual schools.
  - Request materials be delivered on either Feb. 20–21 (default) or Feb. 27–28.
  - Receive MTAS test materials automatically (default), or if districts have historically received more MTAS materials than needed, they can choose to order MTAS materials during the additional orders window instead.
- On the District Confirmations page, confirm that 2017 Individual Student Reports were provided to families no later than fall conferences.

- Make the following changes to automatically receive paper test materials in the initial shipment from Pearson:
  - Enter accommodation/linguistic support codes to receive paper MCA accommodated test materials.
  - Change test assignments to receive MTAS test materials.

## February 16 Deadline

Some optional features available in Test WES have an extended deadline of Feb. 16.

- Custom group, which can be used to make setting up test sessions easier, can be entered manually or uploaded by group. The deadline for indicating custom groups has been extended to allow districts more time to set up these groups. Note: custom group is different than the reporting groups created directly in PearsonAccess Next.
- The deadline to upload files on the Precode Download/Upload page is now Feb. 16. However, for accommodations and linguistic supports, any codes must be entered by Jan. 19 in order to receive test materials automatically.

For further information, access the [Test WES Pretest Editing User Guide](#) (MDE website > Districts, Schools and Educators > Data Submissions > Test WES).

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## Resources for Preparing Students for ACCESS for ELLs

Visit WIDA's [Preparing Students page](#) (WIDA > Assessment > ACCESS for ELLs 2.0 > Preparing Students) for resources designed to support students and educators.

- *ACCESS for ELLs 2.0 Online*: an overview for educators covering student practice resources and domain-specific guidance
- Online Speaking Guidance for Educators: helpful hints and classroom tools to prepare for the Online Speaking test
- Getting Students Ready for Online Testing:
  - Use the Test Demo to preview the online ACCESS for ELLs 2.0.
  - Use the Online Sample Items in conjunction with the user guide to familiarize students with the test engine.
  - Use the Online Test Practice as an opportunity for students to try it on their own prior to testing.

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## Training Courses Available in TMS

The District Assessment Coordinator is responsible for ensuring that staff complete all required trainings for their role in test administration. Much of the training to be completed is in the [Training Management System](#)

[\(TMS\)](#) (PearsonAccess Next > Resources & Training > Training). Some new modules have been added recently, and all components of the following courses are now available.

- **Test Monitor Training** (under Test Monitor)
  - *Test Security Training (Assurance of Test Security and Non-Disclosure Included)*
  - *Active Monitoring for Statewide Tests*
  - *Preparing for Online Testing*
- **Test Monitor for Paper Administrations** (under Other Staff)
  - *Test Security Training (Assurance of Test Security and Non-Disclosure Included)*
  - *Active Monitoring for Statewide Tests*
  - *Preparing for Testing with Paper Accommodated Test Materials*
- **MTAS Training for Experienced Test Administrators** (under MTAS Test Administrator)
  - *Test Security Training (Assurance of Test Security and Non-Disclosure Included)*
  - *MTAS Scoring*
- **MTAS Training for New Test Administrators** (under MTAS Test Administrator)
  - *Test Security Training (Assurance of Test Security and Non-Disclosure Included)*
  - *MTAS Overview*
  - *MTAS Test Administration*
  - *MTAS Scoring*
- **ACCESS Test Administrations** (under Other Staff)
  - *Test Security Training (Assurance of Test Security and Non-Disclosure Included)*
  - *Active Monitoring for Statewide Tests*
  - Note: There are additional required trainings on the WIDA website.

Reference Chapter 3 of the [Procedures Manual](#) (PearsonAccess Next > Resources & Training > Policies and Procedures) for full details about required trainings for all staff. Some additional optional modules will be available and further information will be provided in an upcoming *Assessment Update*.

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## ***Word-to-Word Translations Available in PearsonAccess Next***

### **Word Lists**

Word-to-word translations using translated word lists are available on the [Word-to-Word Translations page](#) (PearsonAccess Next > Preparing for Testing > Word-to-Word Translations). Additional instructions for providing these lists during testing, as well as instructions for installing a font to access the Karen terms, will be posted to this page on Friday.

### **Items Samplers**

Item samplers with pop-up translations in PearsonAccess Next are available on the [Item Samplers page](#) (PearsonAccess Next > Preparing for Testing > Item Samplers).

As communicated on Monday, Jan. 8, in a memo from Pearson, an update was inadvertently applied to the functionality of the pop-up boxes on the iPad. Presently, when a user selects an underlined word, the pop-up box that includes the translation appears. The user must select the pop-up box again for it to disappear from the screen.

The intended iPad functionality is that the user can touch the screen in any location for the pop-up box to disappear. The update to restore the intended functionality will take place Tuesday night, Jan. 23, and will be available in the samplers on Wednesday, Jan. 24.

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## ***Recently Arrived English Learners (RAELs)***

A Recently Arrived English Learner (RAEL) is a K–12 student who has been identified as an English learner and who first enrolled in a U.S. school less than 12 months from the first day of the MCA/MTAS accountability window. Previously, many of these students were reported as New-to-Country in Test WES.

Starting in 2017–18, districts must annually identify RAELs in the [Student Support Data Collection](#) (MDE website > Districts, Schools and Educators > Business and Finance > Data Submissions > Student Support Data Collection). All RAELs must take the grade-applicable Mathematics, Reading, and Science MCA or MTAS and all domains of the ACCESS or Alternate ACCESS for ELLs. There are no longer any testing exemptions for the Reading MCA.

More information about identifying, reporting, testing, and inclusion in accountability is in a handout called [Recently Arrived English Learners](#) (MDE website > Districts, Schools and Educators > Teaching and Learning > English Learner Education).

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## ***Upcoming Training Opportunities***

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

The January Q&A webinar for New DACs will be Jan. 16 from 2–3:30 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 49. After reviewing the prerequisites, please [submit questions to MDE via this link](#) before the webinar.

- 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

## 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 (listed below), and Pearson will post a recording of their portion of the training to the TMS.

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

## 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.

## 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 context. Contact Gayra Ostgaard at 651-582-8339 or [gayra.ostgaard@state.mn.us](mailto:gayra.ostgaard@state.mn.us) with questions. **Note that tomorrow’s feedback session has been changed to a webinar.**

| DATE & TIME                       | LOCATION/FORMAT   | REGISTRATION  |
|-----------------------------------|---|---|
| Thursday, Jan. 11<br>2–4 p.m.     | Webinar   | <a href="#">Click here to register for the Jan. 11 webinar.</a>   |
| Monday, Jan. 22<br>1:30–3:30 p.m. | MDE – Conference Center A; CC-14<br>1500 Hwy 36 West<br>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<br>1–3 p.m.     | Webinar   | <a href="#">Click here to register for the Feb. 7 webinar.</a>  |

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## Odds and Ends

- **WIDA AMS Administrative Tasks:** On Monday, Jan. 8, the online test session management window opened 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).
- **MDE and the Pearson Help Desk Closed:** In observance of Martin Luther King Jr. Day, MDE and the Pearson help desk will be closed on Monday, Jan. 15.

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## Tech Update

### Support for iOS 11.2

Pearson has confirmed compatibility between Apple iOS 11.2 and TestNav and has added support for iOS 11.2 for the spring 2018 administration. Full system requirements for TestNav including supported devices, operating systems, and browsers can be found on the [TestNav 8 Support Page](#) (PearsonAccess Next > TestNav 8 Online Support (under Quick Links) > TestNav System Requirements).

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STATEWIDE TESTING: MEASURING EDUCATIONAL PROGRESS IN MINNESOTA

Minnesota Department of Education

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

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