

AN UPDATE FROM STATEWIDE TESTING – JANUARY 17, 2018

QUICK LINKS	IMPORTANT DATES
<ul style="list-style-type: none"> <li>• <a href="#">Pretest Editing Deadline Approaching in Test WES</a></li> <li>• <a href="#">ACCESS and Alternate ACCESS for ELLs Test Materials Delivery</a></li> <li>• <a href="#">Rater Reliability for ACCESS Speaking Tests</a></li> <li>• <a href="#">New Feature in the Training Management System</a></li> <li>• <a href="#">Graphing Calculator on Touchscreen Devices</a></li> <li>• <a href="#">Guidelines for Scribe, Script, and Signed Interpretation</a></li> <li>• <a href="#">Rules for Invalid Test/Accountability Codes</a></li> <li>• <a href="#">Retirement Announcement in Statewide Testing</a></li> <li>• <a href="#">District Test Security Procedure Reminder</a></li> <li>• <a href="#">Upcoming Training Opportunities</a></li> <li>• <a href="#">Odds and Ends</a></li> </ul>	<p><b>Jan. 8–March 23:</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–March 23:</b> Testing window for ACCESS and Alternate ACCESS for ELLs</p>

## Pretest Editing Deadline Approaching in Test WES

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.
- On the District Confirmations page, confirm that 2017 Individual Student Reports were provided to families no later than fall conferences.
- Make changes to accommodation/linguistic support codes or test assignments to automatically receive paper test materials in the initial shipment from Pearson. Note that these changes can be made after Jan. 19, but test materials will not be sent automatically.

For further information, access the [Test WES Pretest Editing User Guide 2017–18](#) (MDE website > Districts, Schools and Educators > Data Submissions > Test WES).

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## ***ACCESS and Alternate Access for ELLs Test Materials Delivery***

This Friday, Jan. 19, districts will receive the shipment of ACCESS and Alternate ACCESS paper test materials based on what they indicated in WIDA AMS. Districts will also receive pre-printed labels for paper test booklets and any Alternate ACCESS tests ordered. The materials will need to be inventoried and organized and must be kept in a secure, locked location until used for testing.

For detailed information on receiving test materials, refer to the [District and School Test Coordinator Manual](#) (wida.us > Assessment > ACCESS for ELLs 2.0).

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## ***Rater Reliability for ACCESS Speaking Tests***

WIDA has issued guidance for training and documenting inter-rater reliability for the Speaking Test, since Test Administrators evaluate student responses in the Speaking domain based upon a rating scale.

Districts should maintain documentation of their efforts to ensure acceptable rates of reliability when scoring the paper Speaking test. WIDA recommends that at least ten percent of Speaking tests be monitored for inter-rater reliability. In cases in which fewer than 10 students take the paper Speaking test at a school, at least one test should be scored by a second rater. Related resources are attached.

English learners may take ACCESS for ELLs 2.0 on paper if indicated in their IEP or 504 plan, or if they are a newcomer (enrolled in Minnesota schools for less than one year) with a proficiency level of 2.9 or lower. If the paper accommodation is selected for a student, all four domains must be administered on paper.

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## ***New Feature in the Training Management System***

A new feature to document group trainings is now available in the Training Management System (TMS) that allows users with the District Assessment Coordinator (DAC) or Assessment Administrator (AA) role in PearsonAccess Next to track staff members who watch a training as a group.

After signing in to the TMS, select “Admin” in the upper right and then select “Group Training” from the dropdown menu. “Reports” are now included in the “Admin” dropdown menu. Similar to Reports, you will be prompted to enter your PearsonAccess Next username and password.

Select the applicable training(s) and users, and then confirm the selections, which will appear on the user record of completed trainings and reports once submitted. Staff must have a TMS user account in order for DACs/AAs to document completion of a group training.

This new functionality will be reviewed in detail during the Pearson portion of the DAC Test Administration Training, or you can refer to the [TMS FAQs](#) (PearsonAccess Next > Resources & Training > Training) for more information.

Note: If a user is not appearing on a district’s report of completed trainings, verify the user’s district and school are accurate. The user should select the User icon in the upper right next to the user’s name, then select “Edit Account Info,” and update the district and school as needed.

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## ***Graphing Calculator on Touchscreen Devices***

If your district is planning to have grade 8 or grade 11 students use touchscreen devices for Mathematics MCA, wait to use the Mathematics MCA item samplers until after a Jan. 24 update on the graphing calculator. The graphing calculator in the posted item sampler is not reflective of the calculator that will be provided during testing. More details about this update will be included in a future *Assessment Update*.

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## ***Guidelines for Scribe, Script, and Signed Interpretation***

A newly created document, [Guidelines for Administration of Accommodations and Linguistic Supports](#) (PearsonAccess Next > Resources & Training > Policies and Procedures), is now available under District and School Resources. As noted in the *Procedures Manual*, these are guidelines for the administration of the MCA with the scribe, script, and signed interpretation accommodations/linguistic supports. Applicable guidelines should be provided to Test Monitors administering these accommodations/linguistic supports for review prior to testing.

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## ***Rules for Invalid Test/Accountability Codes***

The invalidation test/accountability codes (INV-D, INV-O, or INV-S) can now only be indicated if the student has already started testing. If the student has not completed at least one item, the district cannot invalidate the test. See table below for the revised rules. The original table, which can be found on page 166 of the *Procedures Manual*, should now be replaced with this updated table.

CODE	ENTER IF TEST IS NOT STARTED	ENTER AFTER TEST IS STARTED OR COMPLETED	ENTER IN PEARSONACCESS NEXT	ENTER IN POSTTEST EDITING
ABS (Absent)	X			X
INV-S (Invalid: Student Behavior)		X	X	X

CODE	ENTER IF TEST IS NOT STARTED	ENTER AFTER TEST IS STARTED OR COMPLETED	ENTER IN PEARSONACCESS NEXT	ENTER IN POSTTEST EDITING
INV-D (Invalid: Device Use)		X	X	X
INV-O (Invalid: Other)		X	X	X
ME (Medical Excuse)	X			X
NE (Not Enrolled)	X			X
REF-P (Parent Refusal)	X		X	X
REF-S (Student Refusal)	X		X	X

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## ***Retirement Announcement in Statewide Testing***

Julie Nielsen-Fuhrmann, a longtime member of the Statewide Testing department, is retiring as of Jan. 19. Julie will miss the many friendships she has formed over the years and wants to wish the best to everyone. Those of you who have been a DAC—especially in area codes 320 and 218—will remember her as a friendly, helpful voice during testing.

We will miss Julie and all of her knowledge about testing; we wish her well in her future adventures.

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## ***District Test Security Procedure Reminder***

Each school district must have a written district test security procedure that addresses how test security policies and procedures will be implemented. This procedure must be reviewed and updated annually, as needed, before training or resources on district-specific policies and procedures are provided.

In Appendix B of the *Procedures Manual*, there is a list of the specific topics that must be minimally addressed in the district test security procedure. Districts can include additional documentation as needed for their district and specify policies by school, as needed. Roles (e.g., DAC, principal) or individual staff member names should be included to specify who is responsible for the given tasks. Districts can create their own procedure or use the revised sample [District Test Security Procedure Template](#) (PearsonAccess Next > Resources & Training > Policies and Procedures). While the revised sample template is longer, it has been reformatted to more easily document district policies and procedures; use of this template is optional.

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# Upcoming Training Opportunities

## 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.

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. The deadline for registration for the in-person trainings is Jan. 29.

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>

## 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.

DATE & TIME	LOCATION/FORMAT	REGISTRATION
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 Feb. 7 webinar.</a>

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## Odds and Ends

- **PearsonAccess Next User Accounts:** There are some PearsonAccess Next user accounts in which not all required information (first and last name and email address) are displaying in PearsonAccess Next. Pearson is currently working on resolving the issue, and it should be fixed by the end of day tomorrow, Jan. 18. All users can log in to PearsonAccess Next as usual. Upon log in, the information will auto-populate. If you have any questions, please contact Pearson by [submitting a help desk request](#) or call 888-817-5659.
- **Attachments:**
  - Maintaining Rater Reliability in Scoring ACCESS for ELLs 2.0 Paper Speaking Test
  - Rater Reliability Calculator for ACCESS for ELLs 2.0 Paper Speaking Test

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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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