

AN UPDATE FROM STATEWIDE TESTING – JANUARY 24, 2018

QUICK LINKS	IMPORTANT DATES
<ul style="list-style-type: none"> • Preparing for ACCESS and Alternate ACCESS for ELLs • Additional Information for the Rater Reliability for ACCESS Speaking Tests • MCA and MTAS Resources Available • Reporting Groups in PearsonAccess Next • Historical Student Data in PearsonAccess Next • Upcoming Pearson Changes • Graphing Calculator Update • Advisory Panelists Needed • Pearson Video Trainings for New DACs • Upcoming Training Opportunities • Odds and Ends • Tech Update 	<p>Jan. 8–March 23: Complete ACCESS administrative tasks in WIDA AMS</p> <p>Jan. 19–March 16: If needed, order additional ACCESS and Alternate ACCESS paper test materials in WIDA AMS</p> <p>Jan. 29: Begin creating reporting groups for MCA/MTAS in PearsonAccess Next</p> <p>Jan. 29–March 23: Testing window for ACCESS and Alternate ACCESS for ELLs</p> <p>Feb. 19: Begin creating test sessions for MCA and proctor caching in PearsonAccess Next</p> <p>Feb 20: Order additional MCA/MTAS paper materials in PearsonAccess Next</p>

Preparing for ACCESS and Alternate ACCESS for ELLs

Below are a few reminders as you prepare for the ACCESS and Alternate ACCESS for ELLs test administrations. The testing window is Jan. 29–March 23.

- Districts must make sure they are prepared to administer the grades 1–12 ACCESS for ELLs 2.0 online using the available [technology resources](#) (wida.us > Assessment > ACCESS for ELLs 2.0 > Technology).
- Districts will need to manually add any newly enrolled or newly identified English learners directly into WIDA AMS. If a test booklet must be hand-bubbled, only some fields need to be completed; see page 153 of the [Procedures Manual](#) (PearsonAccess Next > Resources & Training > Policies and Procedures).
- Kindergarten, paper accommodated, and Alternate ACCESS test materials were delivered to districts on Jan. 19. The additional orders window for ACCESS and Alternate ACCESS for ELLs is now open. WIDA requests that districts use both the district overage and school overage before requesting additional orders. Districts should combine all additional material needs from individual buildings as one district order, if possible.

For any questions about technology preparation, manually adding students in WIDA AMS, or ordering additional test materials, contact the DRC help desk at 855-787-9615 or wida@datarecognitioncorp.com.

DRC System Status Webpage

The [DRC System Status webpage](#) provides real-time updates on operations of WIDA AMS, INSIGHT, the Testing Site Manager, and Educator Scoring. DACs, Technology Coordinators, and other district staff can now subscribe (click button in upper right corner of the webpage) to receive email updates when the status of any system changes. Because states in the WIDA consortium begin testing in December and some end testing in May, email updates will be sent to subscribers even outside of the Minnesota ACCESS testing window.

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Additional Information for the Rater Reliability for ACCESS Speaking Tests

WIDA has issued guidance for training and documenting inter-rater reliability for the Speaking Test for students in grades 1–12 taking the paper ACCESS for ELLs 2.0, districts must adopt a process for training and documenting inter-rater reliability for the Speaking Test. This is necessary because Test Administrators evaluate student responses in the Speaking domain based upon a rating scale.

Districts should ensure that 10 percent of Speaking tests are 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, including a document for using the calculator, 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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MCA and MTAS Resources Available

Training Resources

The following training resources are available in the [Training Management System \(TMS\)](#) (PearsonAccess Next > Resources & Training > Training).

- *Test Monitor Training* course (under Test Monitor)
- *Test Monitor for Paper Administrations* course (under Other Staff)
- *MTAS Training for Experienced Test Administrators* course (under MTAS Test Administrator)
- *MTAS Training for New Test Administrators* course (under MTAS Test Administrator)
- *ACCESS Test Administrations* course (under Other Staff)

- **NEW!** Under Other Staff, additional optional trainings for districts to assign to staff based on their role:
 - *Understanding MCA Accommodations and Linguistic Supports*
 - *Managing MCA Test Sessions in PearsonAccess Next* (available by Jan. 29)
 - *Handling Secure Test Materials* (available by Feb. 2)

Training modules that are part of a course will **not** appear on an individual user's record of completed trainings in the TMS until all modules in the course are completed. However, DACs and Assessment Administrators (AA) can track all completed modules on their reports available in TMS under the Admin button.

Reference Chapter 3 of the [Procedures Manual](#) (PearsonAccess Next > Resources & Training > Policies and Procedures) for full details about required trainings.

Student Resources

NEW! In order to clarify the purposes of the student tutorial and item samplers, MDE developed the [Purposes of Student Resources](#), which is available on both the Item Samplers and Student Tutorial pages of PearsonAccess Next. Districts may print and distribute this document as a resource to share with administrators and educators during district training.

All components of the student tutorials are now available on the [Student Tutorial page](#) (PearsonAccess Next > Preparing for Testing > Student Tutorial). **NEW!** The student tutorial has been broken down into three shorter components and newly developed *Teacher Guides* provide educators with details on what students experience in the tutorials and in the MCA.

- The Navigation Tutorial and *Navigation Teacher Guide* provide information on moving through the test, including reviewing items, going to new sections, and exiting and submitting the test.
- The Tools Tutorial and *Tools Teacher Guide* provide information on the general functionality of the online tools.
- The Item Types Tutorial and *Item Types Teacher Guide* provides educators with details on the different item types. Note that the tutorial includes generic items that contain no academic content that allows students to practice the functionality of the item types.

The tutorials are interactive, allowing students to practice the functionality as it is described. A transcript is available for each tutorial. The intent of the tutorials and *Teacher Guides* is to address what students need to know and practice in the tutorial, while giving educators more information in the *Teacher Guides* for questions.

Administration Resources

The following resources are now available on the [Testing Directions page](#) (PearsonAccess Next > Preparing for Testing > Testing Directions):

- Formerly referred to as *Test Monitor and Student Directions*, the *Directions for Online Administrations* and *Directions for Paper Administrations* are for Test Monitors administering the MCA. They contain information for the Test Monitor as well as scripted directions that must be provided to students during testing.

- **NEW!** An *Overview of Student Directions* document outlines the student directions that are now embedded in the first section of each student’s online test. This document is meant to be a reference for staff, as needed, and is not intended to be used as a student resource.

The *Online Testing Situations or Misadministrations* document is available on the [Policies and Procedures page](#) (PearsonAccess Next > Resources & Training > Policies and Procedures). This document outlines some situations or misadministrations that may occur during testing and require action by the district, MDE, or Pearson.

Other Resources

The following resources are now available on the [User Guides page](#) (PearsonAccess Next > Resources & Training > User Guides):

- Under MCA User Guides:
 - The *MCA Online Testing User Guide* provides instructions and screenshots on creating and managing MCA test sessions.
 - The *MCA Data Entry User Guide* provides instructions and screenshots on managing Data Entry test sessions and entering student responses from MCA paper accommodated test materials in TestNav.
- Under MTAS User Guides & Administration Resources, all MTAS materials continue to be available:
 - *MTAS Task Administration Manual*
 - *Learner Characteristics Inventory*
 - *Data Collection Form*
 - *MTAS Score Entry User Guide for District Assessment Coordinators and Assessment Administrators*
 - *MTAS Score Entry User Guide for Test Administrators*
- Under Shipping Information:
 - The following two documents will also be provided in your initial test material shipments: *Receiving Secure Test Materials* and *Returning Secure Test Materials*
 - The *Viewing Shipment Information and Ordering Additional Materials* document provides information on viewing shipment information for MCA paper accommodated test materials and MTAS test materials in PearsonAccess Next, including ordering additional test materials and tracking shipments (available by Feb. 9).

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Reporting Groups in PearsonAccess Next

District Assessment Coordinators (DACs) and Assessment Administrators (AAs) can begin creating reporting groups in PearsonAccess Next on Jan. 29. Teachers (users with the Test Monitor/Data Entry or MTAS Score Entry roles) must be assigned to the reporting group(s) by the DAC or AA in order to access student results in On-Demand Reports and Historical Student Data this year.

There are two options for creating reporting groups:

- Manually: No changes from last year.

- Student reporting group import/export: DACs or AAs can create reporting groups by importing two files in PearsonAccess Next, one for creating the reporting group(s) and adding students to it, and one for assigning teachers to the reporting group(s). New enhancements have been added to this option.

For more information, refer to the [Reporting Groups User Guide](#) (PearsonAccess Next > Reporting Resources > Additional Reporting Resources). Pearson will also provide details on reporting groups at the DAC Test Administration Trainings.

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Historical Student Data in PearsonAccess Next

Historical Student Data for all students will be available in PearsonAccess Next on Feb. 5. This data will be available for all students currently enrolled in a district as well as students who previously tested in the district. Previously, Historical Student Data was only available for students who had tested in the district. Users will have access to a student's complete test history, including tests taken outside their district.

Teachers (users with the Test Monitor/Data Entry or MTAS Score Entry roles) will only have access to Historical Student Data for students in their reporting group(s); however, District Assessment Coordinators (DACs) and Assessment Administrators (AAs) will have access to all students and do not need to be assigned to a reporting group.

An updated [Historical Student Data Quick Guide](#) (PearsonAccess Next > Reporting Resources > Additional Reporting Resources) reflects the changes that will be available in early February. Pearson will also provide details on Historical Student Data at the DAC Test Administration Trainings.

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Upcoming Pearson Changes

A brief overview of some changes to PearsonAccess Next and TestNav are described below. These changes will be addressed in greater detail in the DAC Test Administration Trainings.

PearsonAccess Next Changes

- A user's last login date has been added to User Operational Reports, as well as the ability to exclude deleted users when requesting a user export. This information is in the [PearsonAccess Next User Accounts Guide](#) (PearsonAccess Next > Resources & Training > User Guides).
- For MCA only:
 - For students who require the science script in conjunction with the online Science MCA, the script accommodation/linguistic support code (MS) must be indicated before students can be added to a test session for the Science Script test.
 - Enhancements to the Students in Sessions page:
 - Added Form Group Type column

- Improved alignment for printing of student testing tickets
 - Added accommodation and linguistic support columns to the Student Session Roster
- An Operational Report has been added for students in Ready status and unlocked.
- For MTAS only:
 - Learner Characteristics Inventory (LCI) must be entered prior to entering MTAS scores.
 - On-Demand Reports will be available within 60 minutes after data entry is submitted.
 - Once an MTAS test is submitted, DACs and AAs will no longer be able to unsubmit the test to make changes. If a district needs to unsubmit a test (e.g., due to a data entry error), the DAC must contact Pearson at 888-817-8659 or [submit a Pearson help desk request](#).

TestNav Changes

- When TestNav is opened, the Welcome screen will now display the student's name. In addition, the student's full first and last name in the upper right corner throughout the test.
- The first section of each online test will contain student directions.
- When a student has exited the test for more than 20 minutes, they will not be able to access any items completed previously. Refer to the [MCA Online Testing User Guide](#) (PearsonAccess Next > Resources & Training > User Guides) for additional details.
- For Reading and Mathematics MCA only:
 - Students will no longer see section numbers in the gray bar throughout their tests.
 - Some additional screens between sections have been removed, including the screens indicating the section number and number of items. Title pages containing the reading passage name will still appear.
- For Mathematics MCA only: a straightedge tool will be available for select items in grades 8 and 11. Refer to the [Tools Teacher Guide](#) (PearsonAccess Next > Preparing for Testing > Student Tutorial) for additional details.
- For Mathematics and Science MCA only:
 - Eligible students will be able to use word-to-word pop-up translations to view words translated in Hmong, Somali, or Spanish. Translations are available for English learners, former English learners, or students in immersion or dual language programs, as determined by the district.
 - On some devices, the Text-to-Speech tool will now allow students to adjust the volume within the test. On iPads, students will not see the volume control with the other settings since the volume can be adjusted using the buttons on the outside of the device.
- For Science MCA only: Students will be required to answer each question before moving to the next question (similar to Reading and Mathematics MCA).

Proctor Caching for MCA

Work with your Technology Coordinator to ensure all computers/devices are ready for online testing. Pearson highly recommends that districts proctor cache all test content in advance of testing. See Tech Update below for more information about a scheduled automatic configuration update.

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Graphing Calculator Update

In the most recent TestNav 8 release, Texas Instruments (TI) made accessibility improvements updates to the TI graphing calculator that added and increased key readability and usability. The update also slightly modified the rendered size of the graphing calculator to be smaller than the original size, which allows for increased screen space.

The smaller-sized calculators may be most noticeable to students accessing them on touchscreen devices. Schools should instruct students accessing the graphing calculators on a touchscreen device to pinch and zoom the screen around the calculator to increase the calculator size, if necessary. Note: for **grade 11 mathematics students only**, a handheld calculator is allowed and can be used if preferred. The graphing calculators have been updated in the grades 8 and 11 Mathematics MCA item samplers and districts may use the items samplers to view the updated graphing calculator.

Additionally, as it was in the MCA spring 2017 administration, the TI calculators currently do not operate with external keyboards on iPads. Students testing on iPads should be instructed to operate the graphing calculator using the touch device.

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Advisory Panelists Needed

MDE needs qualified teachers and community members to serve on MCA advisory panels. Each advisory panel plays an important role in developing quality tests for Minnesota's students. Please forward this information to staff in the district or to community members who may be interested in advisory panel meetings.

For more information about Advisory Panels and to submit or update your information to the Advisory Panel Registry, view the [Advisory Panels webpage](#) (MDE website > Districts, Schools and Educators > Teaching and Learning > Statewide Testing > Register for Advisory Panels). While teachers comprise the bulk of the advisory panel participants, bias review panels need community members from a wide variety of backgrounds. If you are not a teacher but are interested in serving on a bias review panel, you can enter "0", "None", or "not a teacher" for questions that relate to teaching.

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Pearson Video Trainings for New DAC

Because the DAC Test Administration Training will focus on changes for this year, New DACs have the option to review some additional video trainings from Pearson prior to the training. These optional trainings are short demonstrations of specific Pearson topics and are now available in the [TMS](#) (PearsonAccess Next > Resources & Training > Training) under the District Assessment Coordinator role, Pearson Video Trainings category:

- *Manage Users in PearsonAccess Next*

- [Training Management System](#)
- [View Students in PearsonAccess Next](#)

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Upcoming Training Opportunities

DAC Test Administration Training Registration

MDE and Pearson will conduct Test Administration Trainings, designed for all DACs to prepare for spring testing, at three different locations. 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	Click here to register for the training on Jan. 31.
Thursday, Feb. 1 9 a.m.–3:30 p.m.	TIES: Grand Hall 1644 Larpenteur Ave W. St. Paul, MN 55108	Click here to register for the training on Feb. 1.
Monday, Feb. 5 1–3 p.m.	Webinar (MDE portion only)	Click here to register for the webinar on Feb. 5.
Tuesday, Feb. 6 9 a.m.–3:30 p.m.	Courtyard St. Cloud: Ballroom 404 W. St. Germain St. St. Cloud, MN 56301	Click here to register for the training on Feb. 6.

DAC Trainings from Pearson

In preparation for spring testing, Pearson will be offering the following webinars for DACs and any other interested staff in the district. For full details, access the [Upcoming Pearson Trainings](#) (PearsonAccess Next > Resources & Training > Training). No registration is required.

Feedback Session for New MDE Reporting under ESSA Update

MDE is seeking feedback on reports designed to help meet requirements under ESSA. Due inclement weather, MDE re-scheduled feedback session that was originally scheduled on Monday, Jan. 22 to Thursday, Jan. 25 from 2–4 p.m. The meeting will be held at MDE in Conference Center B: Room CC15. There is one remaining webinar on Feb. 7 from 1–3 p.m. [Click here to register for the Feb. 7 webinar.](#)

If you are planning to attend, 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). If you are unable to attend but would still like to provide feedback or if you have any questions, contact Gayra Ostgaard at gayra.ostgaard@state.mn.us.

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Odds and Ends

- **PearsonAccess Next User Accounts:** For security purposes, PearsonAccess Next passwords automatically expire every 180 days. Users should follow the instructions in the auto-generated emails to reset their password or select [Forgot Password](#) (PearsonAccess Next > View PearsonAccess Next).
 - Note that if users have not accessed their accounts since last spring's administration, their accounts must first be enabled/restored by the District Assessment Coordinator (DAC) or Assessment Administrator (AA), in addition to resetting their passwords.
 - For more information, refer to the [PearsonAccess Next User Accounts Guide](#) (PearsonAccess Next > Resources & Training > User Guides > PearsonAccess Next Resources). Contact the Pearson help desk with any questions at 888-817-8659 or [submit a Pearson help desk request](#).
- **Job Opportunity in Statewide Testing:** Statewide Testing is looking for a project manager with large-scale testing experience to fill an open position. If interested, please see the posting at [Minnesota Careers: Job ID 19531](#) (careers.mn.gov/).
- **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
 - Using the Rater Reliability Calculator in Scoring ACCESS for ELLs 2.0 Paper Speaking Test

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Tech Update

Pearson Automatically Updating Precaching Computer Override

Last year, Pearson implemented an optional Precaching Computer Override feature that allowed the proctor caching machine to be bypassed if the student's testing device could not connect during testing. If a connectivity issue occurs, TestNav will download test items directly from the Pearson server so students can continue testing without interruption.

To proactively minimize testing disruptions for students, Pearson will be automatically updating all existing TestNav configurations on March 1 to enable this Precaching Computer Override feature. If you do not want your configurations updated, [submit a help desk request](#) by Feb. 28, to be excluded from the automatic update.

For any new technology configurations created after March 1, Pearson strongly recommends that the Precaching Computer Override functionality be enabled.

To enable the functionality:

- Sign in to PearsonAccess Next.
- Under Setup, select TestNav Configurations.
- Select the dropdown menu to the right of the Start button and select Create/Edit TestNav Configurations.
- Enter the required configurations as indicated by the asterisks.
- Select the Precaching Computer Override checkbox.
- Select Create.

Online Testing Preparation

Test WES will no longer be used to collect the site readiness verification. Instead, MDE will email reminders related to preparation for online testing to District Technology Coordinators at several points during the school year. MDE will also disseminate technology information in the Tech Update section of the weekly *Assessment Update*. If there is an urgent need to broadcast technical information, Pearson, WIDA/DRC, or MDE will send communications to technology coordinators.

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STATEWIDE TESTING: MEASURING EDUCATIONAL PROGRESS IN MINNESOTA

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