AN UPDATE FROM STATEWIDE TESTING – FEBRUARY 14, 2018

QUICK LINKS	IMPORTANT DATES
- Accountability Windows for Statewide Assessments - Scheduling ACCESS Domains - Deadlines for Optional Features in Test WES - Initial Test Materials Shipment from Pearson - MDE Monitoring of Test Administrations - Required District Test Security Procedure - Training Requirements - Enabling and Restoring User Accounts - February New DAC Q&A Webinar Registration - Alternate English Language Learning Assessment Project - Graduation Rate Release - Upcoming Training Opportunities - Odds and Ends - Tech Update	*Jan. 29–March 23:* Testing window for ACCESS and Alternate ACCESS for ELLs *Feb. 19:* Begin creating and preparing test sessions for MCA and proctor caching in PearsonAccess Next *Feb. 20:* If needed, order additional MCA/MTAS paper materials in PearsonAccess Next *Feb. 26:* LCI data entry available in PearsonAccess Next *March 5:* Testing window for MCA and MTAS opens

Accountability Windows for Statewide Assessments

The accountability window is the timeframe during which enrolled students will be included for accountability calculations. With the implementation of a new accountability system under ESSA, a separate accountability window for English language proficiency accountability assessments has been determined.

- Accountability window for English language proficiency accountability assessments (ACCESS and Alternate ACCESS for ELLs): Feb. 5–16
- Accountability window for standards-based accountability assessments (MCA and MTAS): April 9–20

Students who are reported as enrolled in your district at any point during the accountability window will be considered when determining accountability calculations. MDE uses the Status Begin and End Dates of a student's MARSS enrollment record to determine if a student was enrolled during the accountability window.

Districts should attempt to test all students who are enrolled at any time during the testing window, not only during the accountability window.

Scheduling ACCESS Domains

Unlike the MCA, in which a subject can be administered over multiple days, each ACCESS domain must be finished in one day. If a domain is not finished within a day, the student cannot finish on another day, and the unfinished portion will need to be submitted as an incomplete domain. Please schedule your ACCESS test sessions with ample time for students to finish a domain within the same day.

NOTE: The only exceptions to completing within one day are in cases of illness, emergency, or technology issues that cannot be resolved by the service provider. The student may resume testing during a make-up session, but the student may not change answers to items already attempted. The Test Administrator should remind the student not to return to previously completed items.

Submitting an Incomplete Domain for ACCESS

For the ACCESS for ELLs 2.0 administration, the Listening and Reading domains must be completed before a student starts the Speaking and Writing domains. Should a rare instance arise in which a student is unable to complete the Listening or Reading domain, districts must "force submit" an incomplete domain in WIDA AMS.

Detailed instructions for this process are in the *WIDA AMS Supplement Submit Incomplete Domain* document available on the [Minnesota page of WIDA's website](#) (wida.us > Consortium > Members > Minnesota > State Specific Guidance for ACCESS for ELLs 2.0). This information is not available in the *WIDA AMS User Guide* or in the *District and School Test Coordinator Manual*.

Deadlines for Optional Features in Test WES

Some optional features available in Test WES have a deadline of this Friday, Feb. 16.

- Custom group, which can be used to make setting up MCA test sessions easier, can be entered manually or uploaded by group. Custom groups are used for test session setup and are different from reporting groups, which are used for accessing student reports/scores and are created directly in PearsonAccess Next.
- Files can be uploaded on the Precode Download/Upload page to indicate accommodations/linguistic supports, add a custom group, or change the high school science send indicator.

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

Initial Test Materials Shipment from Pearson

The initial quantities of paper test materials for MCA and MTAS are based on information entered in Pretest Editing by Jan. 19. This year, the shipment of these test materials will arrive at either the district office or schools on either Feb. 20–21 or Feb. 27–28, depending on the shipping location and dates selected in Test WES. If no changes were indicated in Test WES, the default options were ship to district and a delivery window of Feb. 20–21.

Districts can track the status of the shipment in PearsonAccess Next 2–3 days prior to the arrival date. For more information, refer to *Viewing Shipment Information and Ordering Additional Materials* (PearsonAccess Next > Resources & Training > User Guides > Shipping Information).

Receiving and Inventorying Test Materials

MCA paper accommodated test materials and MTAS test materials will be boxed separately and have different packing lists and security checklists. Use these materials to inventory all secure test materials received; electronic copies of each school's security checklists are also available on PearsonAccess Next. The security of the test materials must be maintained when inventorying and organizing, and all secure test materials must be kept in a secure, locked location until testing. For more information, refer to the *Receiving Secure Test Materials guide* (PearsonAccess Next > Resources & Training > User Guides > Shipping Information). A copy is also included in the test materials shipment.

Placing Additional Orders in PearsonAccess Next

The window for placing additional orders in PearsonAccess Next for MCA and MTAS test materials opens on Feb. 20. Additional test materials can be ordered until noon on the day before the last day of the testing windows. Additional orders may be placed for any of the following reasons:

- Students have newly enrolled or there are changes in accommodations/linguistic supports or test assignments after Jan. 19.
- The district decided not to receive MTAS test materials in in the initial test materials shipment (a decision made during Pretest Editing).
- Students require the MTAS Presentation Pages and Response Option Cards for reading in a symbol format.

For step-by-step instructions on placing an additional order, refer to *Viewing Shipment Information and Ordering Additional Materials* (PearsonAccess Next > Resources & Training > User Guides > Shipping Information).

When placing an additional order, keep the following in mind:

- The Contact Name and Shipping Address will default to the DAC and the information received from MDE-ORG but can be changed if needed.
- Use the filters (i.e., grade, subject, material type) on the additional orders screen to more easily find the materials you need to order.

- When ordering a script for Mathematics MCA, you must order both the script and the 12-point test book.
- When ordering a script for Science MCA, the large print test book must be ordered separately if a student will use a paper test book in conjunction with the script. By default, the student will take the test online in conjunction with the script.

For any questions about placing additional orders, contact the Pearson help desk at 888-817-8659 or submit a Pearson help desk request.

Pretest Editing Reminder

Throughout the testing windows, test assignment changes and accommodation/linguistic support indications can and should continue to be made in Test WES. Any test materials needed based on test assignment changes or new accommodation/linguistic support indications must be ordered in additional orders in PearsonAccess Next.

MDE Monitoring of Test Administrations

MDE visits schools to monitor test administration as part of an overall strategy to improve the administration of Minnesota's assessments and to verify that test security requirements are followed. A school may be chosen based upon past concerns, issues reported through the Test Security Tip Line, district request, or random selection. The *Minnesota Assessments Monitoring List* in Appendix B of the *Procedures Manual* outlines the areas that MDE monitors will observe or request during site visits.

During site visits, an MDE staff person will arrive unannounced at the school office and request to see the School Assessment Coordinator. The MDE staff person will stay on site until at least one testing session has been completed; depending on the test administration schedule, he or she may stay on site for the full day of testing. The MDE staff person is there only to observe, not to participate in the administration of the test or clarify MDE policies or procedures.

In order for MDE to visit schools on testing days, testing calendars for each grade and subject must be posted and kept current throughout the school year. MDE may follow up with the DAC if testing calendars are not up to date. Districts are required to include the dates when most students will be testing for each grade and subject, including the following details:

- The dates that tests will actually be administered by grade and subject must be posted, not just the dates of the state-designated testing window.
- If changes have been identified throughout the year, updates to the calendar must be made as soon as possible.

Required District Test Security Procedure

Each school district must have a written district test security procedure that addresses how test security policies and procedures will be implemented. In Appendix B of the *Procedures Manual*, there is a list of the specific requirements that must be minimally addressed in the district test security procedure. Districts can create their own procedure or use the optional *District Test Security Procedure Template* (PearsonAccess Next > Resources & Training > Policies and Procedures), which was updated in December, and has a simple format that districts can complete in order to meet all the requirements.

If districts did not use the *District Test Security Procedure Template* that MDE has provided, they should be sure to confirm that the new requirements for this year are included in their procedure. Some key additions include the following:

- Individual staff members who have access to stored secure materials must be specified.
- Secure locations for test materials need to be specifically identified at each testing site (e.g., the locked filing cabinet in the School Assessment Coordinator's office).
- A description of how the district will track which students tested with which Test Monitor for each test session, as well as any other adults who were present. This documentation also needs to be kept on file for two years after the end of the school year in which testing took place.

In addition, a more comprehensive list of district policies and procedures that need to be established was added and districts should verify they have addressed them in their procedure as needed.
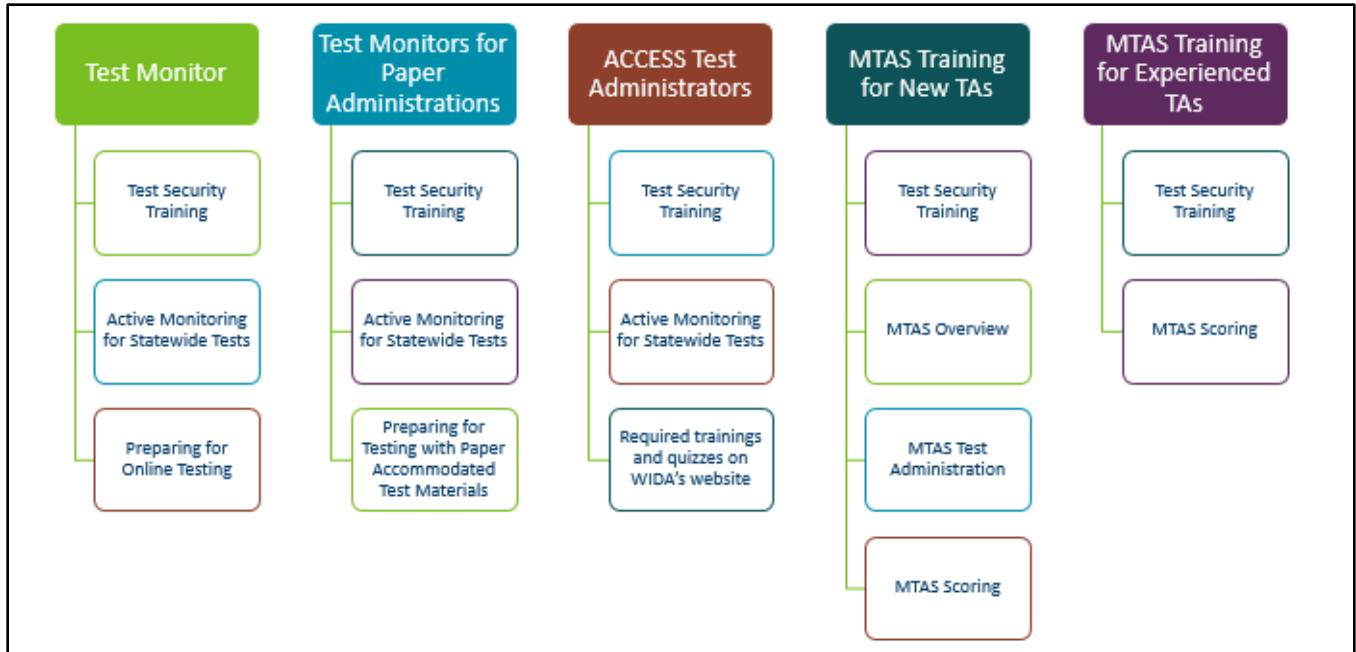
Training Requirements

The DAC is responsible for ensuring that all individuals who may be associated with any aspect of test administration or test content receive training on test administration and test security policies and procedures **each year** prior to testing.

All individuals involved in test administration not only includes staff administering tests, but also technology staff who help set up the online tests, anyone who helps organize secure test materials, and all staff that have keys to areas where secure test materials are stored. While all staff may not be required to complete the same trainings, all staff need to be aware of test security and district-specific testing procedures.

Much of the training to be completed is in the Training Management System (TMS) (PearsonAccess Next > Resources & Training > Training), and MDE has developed courses that are available by role as outlined by the graphic below. Reference Chapter 3 of the *Procedures Manual* (PearsonAccess Next > Resources & Training > Policies and Procedures) for full details about required trainings for all staff.

Test Monitor
- Test Security Training
- Active Monitoring for Statewide Tests
- Preparing for Online Testing

Test Monitors for Paper Administrations
- Test Security Training
- Active Monitoring for Statewide Tests
- Preparing for Testing with Paper Accommodated Test Materials

ACCESS Test Administrators
- Test Security Training
- Active Monitoring for Statewide Tests
- Required trainings and quizzes on WIDA's website

MTAS Training for New TAs
- Test Security Training
- MTAS Overview
- MTAS Test Administration
- MTAS Scoring

MTAS Training for Experienced TAs
- Test Security Training
- MTAS Scoring

NOTE: The *Test Monitors for Paper Administrations* and the *ACCESS Test Administrators* courses are under the Other Staff heading. The stand-alone version of the *Test Security Training* is also available under the Other Staff heading for staff who are not required to complete a course.

Enabling and Restoring User Accounts

As a security feature, PearsonAccess Next automatically disables or deletes user accounts when a user is not active for a specified number of days based on the following timeframes:

- User accounts are disabled after 240 days of inactivity.
- User accounts are deleted after 390 days of inactivity.

DACs or AAs can enable or restore users by following the guidelines in the *PearsonAccess Next User Accounts Guide* (PearsonAccess Next > Resources & Training > User Guides > PearsonAccess Next Resources). Users will also need to reset their passwords, once the accounts are enabled or restored. Users will receive an automated email to set up their password if a password reset is requested. Contact the Pearson help desk with any questions at 888-817-8659 or submit a Pearson help desk request.

February New DAC Q&A Webinar Registration

The February Q&A webinar for New DACs will be on Feb. 27 from 2–3 p.m.

- [Register for the New DAC Q&A here](#).
  - Phone Number: 206-596-0378
  - Access Code: 806 254 668
- The prerequisites are to review the following:
  - Chapter 7 of the *Procedures Manual* (PearsonAccess Next > Resources & Training > Policies and Procedures)
  - *Understanding Student Precode* mini module in the [Training Management System](#) (PearsonAccess Next > Resources & Training > Training) under the District Assessment Coordinator role, New DAC Modules category
- After reviewing the prerequisites, please [submit questions here](#). MDE appreciates your questions in advance in order to better plan the outline of the webinar.

Alternate English Language Learning Assessment Project

Minnesota is participating in the Alternate English Language Learning Assessment Project (ALTELLA) which is developing an evidence-centered design approach for an English language proficiency assessment of students with significant cognitive disabilities. ALTELLA is directed by the Wisconsin Center for Education Research and includes five partner states (Arizona, Michigan, Minnesota, South Carolina, and West Virginia). You can learn more about the project at [altella.wceruw.org](#).

Educators in partner states are asked to participate in the pilot testing of an Individual Characteristics Questionnaire (ICQ) by responding to the online version of the questionnaire for each of their students who are English learners with significant cognitive disabilities. In Minnesota, these students may take the Alternate ACCESS for ELLs. Complete the [Individual Characteristics Questionnaire here](#).

The questionnaire does not request student names or identification numbers, nor will it collect or report any identifiable information about you, your school or your district. The ICQ takes 15-20 minutes to complete. Please complete one survey for each student who is an English learner with significant cognitive disabilities. Special educators, English language learner specialists, and other educators are encouraged to work as a team in order to learn from one another and gather high-quality data to support your students.

Please contact James Mitchell at mitchell27@wisc.edu or 608-262-5725 with questions about the ICQ. If you have questions the ALTELLA project, you may contact Laurene Christensen at laurene.christensen@wisc.edu or 612-616-7627, or the University of Wisconsin's Anonymous Human Research Protection Hotline at 608-890-1273.

Graduation Rate Release

Graduation rates will be released to the public on Tuesday, Feb. 27. Districts will receive an embargoed copy of the statewide graduation file—including school and district rates—on Friday, Feb. 23. The release of graduation

rates, including changes to the graduation rate calculation, will be discussed in a webinar on Monday, Feb. 26. See the Upcoming Training Opportunities section below for full webinar details.

An FAQ summarizing those changes is available on the Implementing ESSA page (MDE website > Districts, Schools and Educators > Teaching and Learning > Every Student Succeeds Act (ESSA) > Implementing ESSA). Further questions about graduation rates can be directed to Michael Diedrich at 651-582-8332.

Upcoming Training Opportunities

DAC Trainings from Pearson

Pearson will provide the *PearsonAccess Next and Reporting: For New DACs* webinar on Thursday, Feb. 15, from 10 a.m.–Noon. Registration is not required. Use the link above to join the session.

This webinar will be posted to the Training Management System (PearsonAccess Next > Resources & Training > Training) by Feb. 16, and the *TestNav and Item Samplers: For New DACs and Educators* webinar, which took place today, will be posted by Feb. 20. They will be under the District Assessment Coordinator role in the Pearson Recorded Webinars category.

Recording of DAC Test Administration Training

Recordings of MDE's and Pearson's DAC Test Administration Training are posted to the Training Management System (PearsonAccess Next > Resources & Training > Training), under the District Assessment Coordinator role in the MDE Recorded Webinars and Pearson Recorded Webinars categories, respectively. If you attended the training or live webinar and have not filled out the evaluation for the training, please take a few minutes to do so. The evaluation was sent via an automated email from sara.barth@pearson.com.

Changes to Minnesota Graduation Rates

As part of the transition to the Every Student Succeeds Act (ESSA), Minnesota is using a new graduation rate calculation. This new calculation uses the new seven federal racial and ethnic groups instead of the previous five, and includes several smaller changes as well. As a result of these changes, this year's graduation rate release will include data going back to 2012 using the new calculation. Doing so allows discussion of changes over time between 2012 and 2017 using the new calculation; graduation rates using the old calculation cannot be accurately combined with the new calculation when discussing changes over time.

- Date: Monday, Feb. 26
- Time: 8–9 a.m.
- Register for the Changes to Minnesota Graduation Rates webinar.
- Phone Number: 844-302-0362
- Meeting Number: 809 626 663

Odds and Ends

- **Updated *Tools Tutorial Teacher Guide***: The *Tools Tutorial Teacher Guide* will be updated this Friday, Feb. 16, to include the following information that has been provided in previous *Assessment Updates*: adding information that the calculator on the iPad does not operate with external keyboards and clarifying that the straightedge tool is available on both grades 8 and 11 Mathematics MCA.
- **Important Dates Posted in PearsonAccess Next**: The *Important Dates for 2017–18*, which was attached to the Feb. 7 *Assessment Update*, is now complete and includes the reporting dates for statewide assessments. The reporting dates had not been finalized when the *Procedures Manual* was published. If you have printed the *Procedures Manual*, the complete *Important Dates for 2017–18* can now replace the previous one. If you only use the *Procedures Manual* electronically, the complete *Important Dates for 2017–18* is available on the Policies and Procedures page (PearsonAccess Next > Resources & Training > Policies and Procedures).
- **MDE Closed on Feb. 19**: In observance of Presidents' Day, MDE will be closed on Monday, Feb. 19.

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Tech Update

Support for Chrome OS 64

Pearson has confirmed compatibility between Chrome OS 64 and TestNav and has added support for Chrome OS 64 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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