

## AN UPDATE FROM STATEWIDE TESTING – MARCH 21, 2018

QUICK LINKS	IMPORTANT DATES
<ul style="list-style-type: none"> <li>• <a href="#">ACCESS and Alternate ACCESS Testing Window Closing</a></li> <li>• <a href="#">Verifying Student Test Eligibility</a></li> <li>• <a href="#">On-Demand Reports in PearsonAccess Next</a></li> <li>• <a href="#">MTAS Reminders</a></li> <li>• <a href="#">Internal District Security Procedures</a></li> <li>• <a href="#">MDE Site Visits</a></li> <li>• <a href="#">Job Opportunity is Statewide Testing</a></li> <li>• <a href="#">Removal of Growth Secure Reports (repeat)</a></li> <li>• <a href="#">Upcoming Training Opportunities</a></li> </ul>	<p><b>March 23:</b> Last day of the testing window for ACCESS and Alternate ACCESS</p> <p><b>March 30:</b> Deadline to ship paper test materials back to DRC for ACCESS and Alternate ACCESS</p>

## ***ACCESS and Alternate ACCESS Testing Window Closing***

This Friday, March 23, is the last day of the ACCESS and Alternate ACCESS for ELLs testing window. All tests must be completed by the close of the window.

The deadline for shipping all ACCESS and Alternate ACCESS secure test materials back to DRC is Friday, March 30. You must contact UPS at (866) 857-1501 the day before you want a pickup scheduled.

- Refer to the Returning Materials section (starting on page 67) of the [District and School Test Coordinator Manual](#) (wida.us > Assessment > ACCESS for ELLs 2.0) for detailed guidance about returning materials.
- The *After Testing* tutorial posted in the training course on the [WIDA website](#) (Log in to wida.us > My Account & Secure Portal > Online > Afterward > After Testing) also has instructions for returning materials.
- To track the return of secure test materials, districts can use the Return Materials Receipt Report in [WIDA AMS](#) (Log in to WIDA AMS > All Applications > Materials > Return Materials Receipt Report).

Contact DRC with questions about returning materials at [WIDA@datarecognitioncorp.com](mailto:WIDA@datarecognitioncorp.com) or (855) 787-9615.

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## ***Verifying Student Test Eligibility***

Before students can be added to test sessions for MCA, they must be loaded to PearsonAccess Next and eligible for the correct tests. All students who are enrolled in your district have been included in the precode files MDE sends to Pearson. Precode files will continue to be sent nightly throughout the testing windows.

Any changes made in Test WES will be sent in the next precode file to PearsonAccess Next and will typically be available the next business day.

If a student's test eligibility does not appear in PearsonAccess Next, first verify the student's information in Test WES under Precode Student Eligibility. By entering the student's MARSS/SSID number, you will be able to verify if one of the following may be occurring:

- There is an issue with the student's MARSS record. If blank demographic fields appear when you enter the MARSS/SSID number, work with your MARSS Coordinator to correct any issues and resubmit MARSS.
- The student information is being sent in precode for another district or school. If the student will be testing in your district and was sent in precode for the other district, manually "Add" the student to your district.
- The student record has not yet been sent in precode to Pearson. If a student was recently submitted in MARSS or you recently made a change in Test WES, the record may not have been sent to Pearson yet.

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

NOTE: If your district will be testing a home-school student, the student will need a MARSS/SSID number, and the district will need to manually add the student information in Test WES.

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## ***On-Demand Reports in PearsonAccess Next***

Preliminary results documenting a student's score are available in On-Demand Reports within 60 minutes after testing or data entry is completed. On-demand reports are available for MCA, and new for 2017–18, on-demand reports are available for MTAS. Student reporting groups can be created and assigned to teachers to provide them access to these reports. For more information, refer to the [Reporting Groups User Guide](#) and the [On-Demand Reports and Export User Guide](#) (PearsonAccess Next > Reporting Resources > Additional Reporting Resources).

The preliminary results and data in PearsonAccess Next must not be used for official accountability purposes; MDE provides all official accountability data. It is up to the district whether or not to share preliminary results with students and families for instructional purposes. For more information, refer to Chapter 10 of the [Procedures Manual](#) (PearsonAccess Next > Resources & Training > Policies and Procedures).

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## **MTAS Reminders**

District Assessment Coordinator (DAC) or Assessment Administrator (AA) user roles in PearsonAccess Next can enter MTAS scores for any student; however, if teachers (i.e., users with the MTAS Score Entry user role) are entering MTAS score data, the DAC or AA must first assign them to student tests. If assignments are not completed, teachers will NOT see any students on the Students Tests screen or be able to enter scores.

For detailed instructions on assigning MTAS Score Entry users to students, refer to the [MTAS Score Entry User Guide for District Assessment Coordinators and Assessment Administrators](#) (PearsonAccess Next > Resources & Training > User Guides).

NOTE: Be sure that the student has been assigned to take the MTAS in Pretest Editing in Test WES.

### **LCI Data and Entering MTAS Scores**

LCI data must be entered before MTAS scores, which is a new feature in PearsonAccess Next this year. Any user role can enter LCI data—teacher assignments are not required. Refer to the [MTAS Score Entry User Guide for Test Administrators](#) (PearsonAccess Next > Resources & Training > User Guides) for more information about entering LCI data and MTAS scores.

NOTE: Be sure that the MTAS 2018 administration is selected in the black bar at the top of the screen in PearsonAccess Next.

### **Entering Test/Accountability Codes**

LCI must be entered and student tests must be submitted in order to enter a test/accountability code for refusals and invalidations in PearsonAccess Next. Step-by-step instructions for indicating test/accountability codes are in the *MTAS Score Entry User Guide for District Assessment Coordinators and Assessment Administrators*.

### **Data Entry and On-Demand Reports**

To track the progress of data entry, specific status reports are available in PearsonAccess Next. In addition, On-Demand Reports are available for MTAS within 60 minutes of score entry submission; DACs and AAs can refer to On-Demand Reports to verify that all scores were entered.

NOTE: Reporting groups can be created and assigned to users with the MTAS Score Entry user role to provide them access to On-Demand Reports. Refer to the previous article for more information or the [On-Demand Reports and Export User Guide](#) (PearsonAccess Next > Reporting Resources > Additional Reporting Resources).

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## ***Internal District Security Procedures***

MDE recently reviewed the internal district security procedures for a sampling of districts across the state and is in the process of providing feedback to these districts regarding their procedures.

The sampled districts met a majority of the requirements, but MDE found a few common areas for improvement. These include the following:

- The assessment calendar must be posted on the district's webpage by the beginning of the school year and meet all requirements found in the *Procedures Manual* (starting on page 129), including posting testing schedules for each grade and subject.
- The procedures must specify the individuals who have access to stored secure materials at each site.
- The procedures must specify the locked location where secure materials will be stored within each site prior to, during, and after testing.
- The procedures must include a plan for how to track which students test with which Test Monitor(s)—as well as any other adults in the testing room—for all test administrations.

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## ***MDE Site Visits***

MDE has started conducting site visits at randomly selected schools as a way to ensure the validity of assessment data and verify that test security procedures are followed. Observers are sent out only to observe and verify. Your continued cooperation with these visits is appreciated.

MDE has contracted with the Human Resources Research Organization (HumRRO) again this year to conduct many of the observations. HumRRO is nationally recognized for its work in evaluation of educational and assessment programs. All observers will be fully trained, have a badge for identification, and have a letter from MDE explaining the site visit.

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## ***Job Opportunity in Statewide Testing***

Statewide Testing is looking for a project manager—preferably with large-scale testing experience—to fill an open position. The ideal candidate will have strong organizational and communication skills, attention to detail, and be a consensus builder and team player. The position will be managing the MCA and MTAS, primarily interacting with internal and vendor staff. If you are interested or know someone, please see the posting at [Minnesota Careers: Job ID 19531](#) (careers.mn.gov/). The posting closes March 28.

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## ***Removal of Growth Secure Reports (repeat)***

As Minnesota transitions to the new accountability system under ESSA, the Growth Detail Download and Growth Summary Download will both be removed from [Assessment Secure Reports](#) (MDE website > Data Center > Secure Reports) on June 25. Growth z-scores will be included in the new Academic Achievement and Progress roster download provided to districts in August. Please make sure you have downloaded all information your district would like to retain from the Growth Detail Download and Growth Summary Download prior to June 25. If you have questions about this transition, please email [mde.essa@state.mn.us](mailto:mde.essa@state.mn.us).

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## ***Upcoming Training Opportunities***

### **Webinar for new SLEDS Report: Entering the Workforce**

On Tuesday, March 27, from 1–1:30 p.m., SLEDS will host a webinar to walk through the data and reporting features in the new SLEDS mobile report “Entering the Workforce,” which offers a look at the proportion of high school graduates who are working, the number of hours worked, average wages, and the industries in which they work. [Click here to register for the March 27 webinar.](#)

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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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