

## AN UPDATE FROM STATEWIDE TESTING – MARCH 28, 2018

QUICK LINKS	IMPORTANT DATES
<ul style="list-style-type: none"> <li>• <a href="#">Shipping Materials Deadline: ACCESS and Alternate ACCESS</a></li> <li>• <a href="#">Students Moving Into or Out of the District during Testing</a></li> <li>• <a href="#">Students in Special Circumstances</a></li> <li>• <a href="#">Job Opportunity in Statewide Testing (repeat)</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>March 30:</b> Deadline to ship paper test materials back to DRC for ACCESS and Alternate ACCESS</p> <p><b>May 4:</b> Last day of the testing window for Math and Reading MCA and all subjects for MTAS</p> <p><b>May 11:</b> Last day of the testing window for Science MCA</p>

## Shipping Materials Deadline: ACCESS and Alternate ACCESS

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

- For detailed information, 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 a visual demonstration, refer to 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).
- To track the return of secure test materials, 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.

[Back to Top](#)

## Students Moving Into or Out of the District during Testing

Districts should attempt to test all students who are enrolled during the testing window. If a student moves into a district during a testing window and has not taken a test, the district should test the student.

Since the MCA and MTAS testing window is longer than the accountability window, students who enroll during the accountability window (April 9–20) must be tested, even if other students in the school complete testing prior to or after the accountability window.

Refer to pages 118 and 119 of the [Procedures Manual](#) (PearsonAccess Next > Resources & Training > Policies and Procedures) for additional information about students moving during the testing window.

NOTE: If a student moves to a new school or district and the test has already been started, the student's test will NOT automatically move when MARSS is updated. For specific steps that should be taken in these cases, see detailed instructions in the [Online Testing Situations or Misadministrations](#) (PearsonAccess Next > Resources & Training > Policies and Procedures).

[Back to Top](#)

## ***Students in Special Circumstances***

If you have students in special circumstances, such as foreign exchange, home-school, or dual-enrolled students, refer to Chapter 7 of the [Procedures Manual](#) (PearsonAccess Next > Resources & Training > Policies and Procedures), which provides definitions and clarity for student participation in the statewide assessments.

[Back to Top](#)

## ***Job Opportunity in Statewide Testing (repeat)***

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 today, March 28.**

[Back to Top](#)

## ***Upcoming Training Opportunities***

### **Release of Consistent Attendance Roster Downloads and Webinar**

On Thursday, April 5, users with access to Secure Reports will be able to download rosters with consistent attendance data, including school- and district-level summary data, which will be used in the new accountability system under the Every Student Succeeds Act (ESSA). Links to a summary of the consistent attendance calculation and an FAQ are available on the [ESSA web page](#) (MDE website > Districts, Schools and Educators > Teaching and Learning > Every Student Succeeds Act (ESSA) > Implementing ESSA).

If you are interested in learning more about the calculation or have questions, a webinar will be held on Monday, April 9, at 10 a.m.

- Register for the Consistent Attendance Webinar.
- Access code: 804 497 831
- Call-in number: 844-302-0362

## MN Data Tools: Leveraging Data

On April 27, 9 a.m.–3 p.m., a training opportunity for educators will take place in Fergus Falls. The following topics will be addressed: Early Childhood Longitudinal Data System (ECLDS), Minnesota Report Card, Statewide Longitudinal Data System (SLEDS), DEED data tools (e.g., Graduate Employment Outcomes), and the MDE teacher website. There is \$15 registration fee as lunch will be provided. [Register for the Data Tools event](#), or contact Holly Pope (Brunson) at [holly.brunson@state.mn.us](mailto:holly.brunson@state.mn.us) with questions. Check-in starts at 8:30 a.m.

[Back to Top](#)

## Odds and Ends

- **On-Demand Reports Filter in PearsonAccess Next:** If a test session name is changed after student tests are submitted, the updated test session name will not appear on the On-Demand Reports page under the Test Session filter. In these cases, the On-Demand Report is still available for the student but the district will need to use another filter to view it.

[Back to Top](#)

## Tech Update

### Tech Resources Reminder for MCA

The following are some troubleshooting resources that may help staff who are providing technical assistance to the Test Monitors who must continue to actively monitor other students:

- Refer to [Troubleshooting for Online Testing](#) (PearsonAccess Next > Technology > Additional Technology Resources > Troubleshooting for Online Testing) for a list of the most common issues that occur during online testing and an overview of how to address them.
- Refer to the [Error Codes](#) (PearsonAccess Next > TestNav 8 Online Support (under Quick Links) > Troubleshooting > Error Codes) for information on specific TestNav error codes you may encounter.

If an issue continues, note the grade, subject, test session, student's MARSS/SSID number, and information on how the online test was accessed (e.g., device, operating system, app, or browser). Then call the Pearson help desk at (888) 817-8659 and inform them you have a live testing issue. To more quickly identify the issue, the help desk may request TestNav and system log files from the device.

## Support for Chrome OS 65

Pearson has confirmed compatibility between Chrome OS 65 and TestNav and has added support for Chrome OS 65 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).

[Back to Top](#)

---

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

If you have any questions or want to unsubscribe, please send an email to [mde.testing@state.mn.us](mailto:mde.testing@state.mn.us)