

AN UPDATE FROM STATEWIDE TESTING—JANUARY 16, 2019

QUICK LINKS	IMPORTANT DATES
<ul style="list-style-type: none"> • Pretest Editing Deadlines in Test WES • ACCESS and Alternate ACCESS for ELLs Paper Test Materials • Upcoming DAC Trainings from Pearson • PearsonAccess Next DAC and AA Admin Access in TMS • Enabling and Restoring PearsonAccess Next User Accounts • Student Tutorial in PearsonAccess Next • 2018–19 College Entrance Exam Requirement • Employment Opportunity at MDE • Upcoming Opportunities • Odds and Ends • Tech Update 	<p>Jan. 18: Pretest Editing deadline for some district options/confirmations and for the initial MCA and MTAS test materials shipment</p> <p>Jan. 18: Receive ACCESS and Alternate ACCESS test materials and student labels</p> <p>Jan. 28: ACCESS and Alternate ACCESS testing window opens</p> <p>Jan. 28: Begin creating reporting groups for MCA and MTAS in PearsonAccess Next</p>

Pretest Editing Deadlines in Test WES

January 18 Deadline

DACs need to complete the following Pretest Editing tasks in Test WES by this Friday, Jan. 18.

- Confirm that your district delivered all individual student reports (ISRs) to families no later than fall conferences. Districts confirm this on the District Confirmations page.
- On the District Options page, select the appropriate options for MCA and MTAS test materials delivery:
 - Request materials be shipped to the district (default) or individual schools.
 - Request materials be delivered on either Feb. 19–20 (default) or Feb. 26–27.
 - Receive MTAS test materials automatically (default), or, if your district has historically received more MTAS materials than needed, you can choose to order MTAS materials during the additional orders window.

- The following changes can be made throughout the testing window; however, in order to receive paper test materials in the initial shipment automatically, any changes must be made by Jan 18:
 - Enter accommodation/linguistic support codes to receive paper MCA accommodated test materials.
 - Change test assignments to receive MTAS test materials.

New for 2018–19

The following optional features available in Test WES can now be done throughout the testing window.

- Custom group, which makes setting up test sessions easier, can be entered manually or uploaded by group. Note: Custom group is different than the reporting groups created directly in PearsonAccess Next.
- Uploading a file to make changes (e.g., indicating accommodations) on the Precode Download/Upload page can now be used throughout the testing window; however, in order to receive paper test materials automatically, districts need to ensure accommodations and linguistic supports have been indicated and MTAS assignments have been made by Jan. 18.

Access the [Test WES Pretest Editing User Guide](#) for more information (MDE website > Districts, Schools and Educators > Business and Finance > Data Submissions > Test WES).

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ACCESS and Alternate ACCESS for ELLs Paper Test Materials

Arrival of Test Materials

The ACCESS for ELLs and Alternate ACCESS for ELLs test materials will be delivered to districts on Friday, Jan. 18. All materials shipped are secure and must be signed for upon delivery. Please notify staff that a secure testing shipment will be arriving and follow your district procedure for ensuring these items are kept secure from the time of delivery.

Along with the test materials ordered (e.g. writing response test booklets, kindergarten test booklets), the district will receive the following information:

- Packing List
- Secure Checklist
- School Box Range Sheet

These resources are used to inventory the materials that were received for testing. Every district receives a Security Checklist that details all secure materials delivered, and it is the responsibility of district personnel to verify the secure materials against the checklist.

Additional Orders

The additional materials ordering window for ACCESS and Alternate ACCESS will also be available Jan. 18–March 15. During this time frame, you may order additional testing materials; districts are encouraged to combine additional orders and complete as few additional orders as possible.

Note the following changes for 2018–19:

- Your initial shipment of test materials included extra copies of certain high-demand materials, such as Tier A Online Writing Booklets, to reduce the need for additional orders.
- All districts received additional quantities of test materials with their initial shipment. These materials must be used before any additional materials orders may be placed.
- Test Administrators who need additional materials must consult with the DAC to determine whether the district has the material on hand or whether an order for additional materials is needed.
- Additional materials orders may only be placed by DACs and will be shipped directly to the districts.

For assistance with ordering additional materials, view the Additional Materials Ordering tutorial posted in the ACCESS for ELLs training course on the WIDA Secure Portal.

For detailed instructions on ordering additional materials, please refer to the *WIDA Assessment Management System (WIDA AMS) User Guide*, which is located in WIDA AMS under All Applications > General Information > Documents.

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Upcoming DAC Trainings from Pearson

Pearson will provide a variety of training options for District Assessment Coordinators and any other interested staff in the district. The table below contains the training topics, format, high-level agendas, dates, and links to join each session on the day of the training. No registration is required. Note: Depending on your WebEx configurations, the start time of the trainings below might appear in Eastern time, but times in the table below are accurate for Central time.

DATE	TRAINING AND TOPIC	MEETING LINK
Tuesday, Feb. 12 1–3 p.m.	<i>PearsonAccess Next and Reporting: For New DACs</i> Comprehensive overview of PearsonAccess Next and Reporting for the MCA and MTAS 2019.	Join the PearsonAccess Next and Reporting webinar on Feb. 12.

<p>Thursday, Feb. 14</p> <p>10–11 a.m.</p>	<p><i>TestNav and Item Samplers: For New DACs and Educators</i></p> <p>Overview of TestNav general functionality and online and accessibility tools, signing in to TestNav, checking audio, verifying student name, and the differences between Reading, Mathematics, and Science MCA. How to access item samplers will also be addressed.</p>	<p>Join the TestNav and Item Samplers webinar on Feb. 14.</p>
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PearsonAccess Next DAC and AA Admin Access in TMS

As users with the District Assessment Coordinator (DAC) and Assessment Administrator (AA) roles track staff training or enter group trainings for tracking, they will need access to the Admin features in the Training Management System (TMS). Pearson manually provides Admin access to users with the DAC or AA role.

- For most of the school year, this information is added every two weeks.
- Users are added weekly from January through March (Jan. 10–March 28).

If a DAC or AA user account becomes disabled or inactive in PearsonAccess Next, the user will no longer have the Admin features in the TMS. Once a user has been enabled or restored in PearsonAccess Next, the account would be considered “new,” and they will have to wait 1–2 weeks to be able to review reports. To avoid this, users should log in to PearsonAccess Next and ensure their account is active; refer to the following article for more information.

If you have had an active PearsonAccess Next DAC or AA account for more than two weeks and do not see the “Admin” option, contact the Pearson help desk at 888-817-8659 or [submit a Pearson help desk request](#).

The [TMS FAQs](#) includes this information specific to DAC and AA roles, as well as general information for all users.

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Enabling and Restoring PearsonAccess Next 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]). Note:

DACs must contact Pearson to enable or restore their own account. Contact the Pearson help desk with any questions at 888-817-8659 or [submit a Pearson help desk request](#).

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Student Tutorial in PearsonAccess Next

The [student tutorial](#) is used to familiarize students and educators with the general functionality of the online test (PearsonAccess Next > Preparing for Test > Student Tutorial). There are three components of the tutorial—Navigation, Tools, and Item Types—and each is accompanied by a teacher guide. All three 2018–19 tutorials and teacher guides are now available in PearsonAccess Next.

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2018–19 College Entrance Exam Requirement

As in past years, districts are required to offer a nationally recognized college entrance exam (ACT or SAT) to grade 11 and 12 students during a 2018–19 school day. Districts must enter into a contract directly with the test vendor. For districts choosing ACT see below for a reminder of the 2018–19 updates.

- New for 2018–19 ACT:
 - Beginning this year, the fees owed will be based on the total number of students included in the district’s file(s) in the ACT Online Platform as of the first day of the Makeup Testing Window. Districts, however, may only request reimbursement for students who take the exam.
 - Districts will need to provide ACT the percentage of students eligible for free or reduced priced meals to determine if the district will get a reduced price from ACT.
- View information about administration dates, Free/Reduced Lunch Program (FRLP) pricing structure on the [ACT District Testing page](#).

For additional questions about ACT test administration, contact April Hansen at april.hansen@state.mn.us.

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Employment Opportunity at MDE

MDE’s Division of Statewide Testing has an opening in the area of alternate assessment. This position exists to provide direction, leadership, coordination, consultation, and service to school districts and to the Statewide Testing team to facilitate the assessment and implementation of state academic standards in reading, mathematics, and science for students with disabilities and serve as the state expert and primary resource for K–12 alternate assessment and accommodations.

- Title: [Special Education Assessment Specialist](#)

- Application period: Jan. 14–30
- More information about the job opening and to apply, go to [Minnesota Careers website](#) and search for Job ID 29157.

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Upcoming Opportunities

Data SIG Webinar

The reinstated Data Special Interest Group (SIG) will continue on Thursday, Jan. 17 from 2–3 p.m. The discussion will be a continuation of MARSS Data Elements that will be changing, Ed-Fi related items, and the proposed MDE data governance changes. [Register for the Jan. 17 Data SIG webinar](#). Once on the Webex page, go to the “Upcoming” tab and search for “data SIG.”

Previous Data SIG presentations are located on the [Counting All Students webpage](#) (MDE > Districts, Schools and Educators > Business and Finance > Counting All Students > Data Special Interest Group (SIG)). Email mde.cas@state.mn.us with any questions or suggested topics in advance of the webinar.

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Odds and Ends

- **MDE and Pearson Closed for the Holiday:** MDE and the Pearson help desk will be closed on Monday, Jan. 21 in observance of Martin Luther King Jr. Day.
- **Test Administration Training:** A recording of the webinar version of this week’s DAC Test Administration Training (MDE’s portion) will be posted in the [Training Management System \(TMS\)](#) this Friday, Jan. 18. (PearsonAccess Next > Resources & Training > Training). It will be available on the District Assessment Coordinator tab in the MDE Recorded Webinars category. Pearson’s portion of the training will be posted by Jan. 25 and will be in the Pearson Recorded Webinars category.

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Tech Update

Configuring a Precaching Computer for Reading and Mathematics MCA Test Sessions

As stated in the Dec. 5 Assessment Update, Pearson has updated Proctor Cache recommendations for the 2018–19 school year and beyond, and no longer recommends proctor caching for Reading and Mathematics MCA or any Data Entry tests. However, when creating test sessions in PearsonAccess Next for tests that do not require Proctor Cache, users will still need to select a Precaching Computer. Pearson recommends Technology Staff create a placeholder computer name for users to select when creating test sessions for non-proctor cached tests.

Updated instructions for Configuring TestNav for Proctor Caching are outlined in Step 8 of the updated [Infrastructure Readiness Checklist](#) available on PearsonAccess Next.

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STATEWIDE TESTING: MEASURING EDUCATIONAL PROGRESS IN MINNESOTA

Minnesota Department of Education

education.mn.gov > Districts, Schools and Educators > Teaching and Learning > Statewide Testing

If you have any questions or want to unsubscribe, please send an email to mde.testing@state.mn.us.