

AN UPDATE FROM STATEWIDE TESTING—JANUARY 23, 2019

QUICK LINKS	IMPORTANT DATES
<ul style="list-style-type: none"> • Online Preparation for the MCA and MTAS Administrations • Reporting Groups in PearsonAccess Next • Student Resources • Providing Preliminary Data to Vendors • College Entrance Exam (updated contact information) • Employment Opportunity at MDE (repeat) • Upcoming Opportunities • Odds and Ends • Tech Update 	<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> <p>Feb. 18: Begin set up for online testing and data entry in PearsonAccess Next</p> <p>Feb. 19: Additional orders window opens for MCA and MTAS materials</p>

Online Preparation for the MCA and MTAS Administrations

As districts prepare for testing, the following tasks will be completed in PearsonAccess Next. See below for the dates of when these will become available; they will remain available throughout the testing windows. Details on all of these tasks will be available in the [MCA Online Testing User Guide](#) (expected to be available in early February) or the [MTAS Data Entry User Guide](#) (expected to be available in mid-February).

- **Jan 28:** Begin creating reporting groups in PearsonAccess Next (see the *Reporting Groups in PearsonAccess Next* article below for more detailed information).
- **Jan 28:** Begin assigning MTAS Score Entry users to student tests, as needed; see below for additional information.
- **Feb. 18:** Test setup for MCA including:
 - Create a test session.
 - Add students to a test session.
 - Prepare a test session.
 - Proctor cache test content, in conjunction with technology staff (only recommended for Science and Science Script tests).

- Print testing tickets and rosters.
- **Feb. 25:** Begin entering Learner Characteristics Data (LCI) Data for MTAS
- **March 4:** Testing windows open:
 - Start MCA test sessions and monitor testing.
 - Enter MTAS score data.

How User Roles Affect MTAS Data Entry

The PearsonAccess Next user role a person has determines if student tests must be assigned before entering MTAS data:

- MTAS Score Entry user roles: These users must have student tests assigned to them before they can enter MTAS score data. Users with the District Assessment Coordinator (DAC) or Assessment Administrator (AA) user roles assign student tests to MTAS Score Entry users.
- DAC and AA user roles: If these users are completing the data entry, student tests do not need to be assigned to them.

If you will be assigning MTAS Score Entry users before the user guide is available, you may send an email to mde.testing@state.mn.us for an excerpt that describes the steps for assigning these users to student tests.

Notes: The MTAS Score Entry user role should not be added to users with the DAC or AA user role; adding additional user roles to either the DAC or AA role may limit the permissions of the DAC or AA. To enter LCI data only, student tests do not need to be assigned, regardless of user role.

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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. 28. 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.

There are two options for creating reporting groups:

- Manually: No changes from last year.
- Reporting group import/export files: **The following features are new for 2018–19:**
 - The Student Reporting Groups file has an updated layout. Users will create one reporting group per student record. If a student will be assigned to multiple reporting groups, the user will enter each group on separate student records.
 - Students can be removed from a reporting group through the file upload (optional).

- Users can be assigned to reporting groups through the updated file upload (optional). Note: Users can still be assigned through the separate User Reporting Group import/export file, if desired.

For more information, refer to the [Reporting Groups User Guide](#) (PearsonAccess Next > Reporting Resources > Additional Reporting Resources). Pearson will also be providing details on reporting groups at the *PearsonAccess Next and Reporting: For New DACs* webinar in February; see the *Upcoming Opportunities* article below.

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Student Resources

MDE requires districts to ensure that all students are familiar with the test(s) they will be taking. Students should be able to successfully navigate, use the applicable tools, and respond to different item types. Each district determines which resources will be used and how they will be used. MDE does not require all students to use all resources; districts must determine the resources to use, which may vary by school, grade, or student.

ACCESS and Alternate ACCESS for ELLs

The following student resources are available on the bottom of the [WIDA AMS home page](#) (wida-ams.us) and are described in more detail in the [Test Administration Manual](#) ([Log in to the WIDA Secure Portal] > Online Grades 1–12 > Test Administration Manual).

- The **Test Demos** are designed to be viewed by students prior to ACCESS administration. The test demos are animated test directions that walk students through how to take the test. WIDA recommends that students watch the Test Demo before taking the Test Practice items.
- The **Test Practice** items can be used to familiarize students with the ACCESS test format. These items are very easy but will help students become familiar with the test environment.
- The **Sample Items** can be used to familiarize students with the content and grade-level appropriate language development expectations. These items are representative of the item difficulty a student will experience on the actual test. Sample Items are also available for Alternate ACCESS.

MCA and MTAS

The [Purpose of Student Resources document](#) is designed to help clarify the purposes of the resources available for MCA and MTAS (MDE > Districts, Schools and Educators > Teaching and Learning > Statewide Testing > Student Resources).

- 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—each accompanied by a teacher guide.
- The [item samplers](#) are used to familiarize students and educators with how the content is presented in the test (PearsonAccess Next > Preparing for Test > Item Samplers). Item samplers, and their

accompanying teacher guides, are available in every grade and subject for the MCA and MTAS, as well as for applicable accommodations and linguistic supports.

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Providing Preliminary Data to Vendors

For the spring 2019 testing administrations, Pearson will provide participating Student Information System (SIS) and/or Data Warehouse vendors weekly preliminary On-Demand Report extracts to be uploaded directly into their systems. DACs whose vendors are participating will need to indicate which vendor should receive data extracts for each school in PearsonAccess Next.

If your SIS or Data Warehouse vendor is participating, they will request your district to complete a Data Sharing Agreement (DSA) and will submit it to MDE. If you have any questions about whether your vendor is participating or why they are not participating, contact your vendor directly.

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College Entrance Exam (updated contact information)

As in past years, districts are required to offer a nationally recognized college entrance exam (ACT or SAT) during a school day to students in grades 11 and 12. 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:
 - 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 with 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 and 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@act.org.

Note: Last week’s *Assessment Update* had the wrong email address listed for April Hansen, which has now been corrected.

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Employment Opportunity at MDE (repeat)

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. This person will 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
- You may also view this posting at the [Minnesota Careers website](#) and search for Job ID 29157.

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Upcoming Opportunities

Upcoming DAC Trainings from Pearson

Pearson will provide a variety of training options for DACs and any other interested staff in the district. The table below contains the training topics, 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.
Thursday, Feb. 14 10–11 a.m.	<i>TestNav and Item Samplers: For New DACs and Educators</i> 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.	Join the TestNav and Item Samplers webinar on Feb. 14.

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Odds and Ends

- **Test Administration Training:** A recording of the webinar version of MDE’s portion of the DAC Test Administration Training is now available in the [Training Management System \(TMS\)](#) on the District Assessment Coordinator tab in the MDE Recorded Webinars category (PearsonAccess Next > Resources & Training > Training). Pearson’s portion of the training will be posted this Friday, 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 (repeat)

As stated in the Dec. 5 *Assessment Update*, Pearson 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

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