

AN UPDATE FROM STATEWIDE TESTING—JANUARY 9, 2019

QUICK LINKS	IMPORTANT DATES
<ul style="list-style-type: none"> • DAC Test Administration Training Preparation • Training Requirements in TMS • Preparing for ACCESS and Alternate ACCESS for ELLs • WIDA AMS Test Setup • Pretest Editing Deadlines in Test WES • District Testing Calendars • Translated Word Lists in PearsonAccess Next • Data SIG Webinar • 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>

DAC Test Administration Training Preparation

If you have already registered for the in-person DAC Test Administration Training, you received (or will soon receive) an email this afternoon containing the handouts, including the PowerPoint presentation. If you do not receive the email or register for the training this afternoon or later, send an email to mde.testing@state.mn.us requesting the materials.

For the webinar DAC Test Administration Training, handouts are posted to the [webinar session information page](#) under Course Material to download ahead of time.

For more information on the Test Administration Training, including times and registration links, see the [Upcoming Opportunities](#) article below.

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Training Requirements in TMS

Test Monitors and Test Administrators have required training courses to complete in the [Training Management System \(TMS\)](#) (PearsonAccess Next > Resources & Training > Training). Most required trainings are already available in TMS, and the remaining ones will be available this Friday, Jan. 11. If staff are involved in different test administrations, they must complete the required trainings for each administration. However, they only need to complete a given module once annually.

See Chapter 3 of the [Procedures Manual](#) for full training requirements (PearsonAccess Next > Resources & Training > Policies and Procedures).

Test Security Training Reminders

The *Test Security Training*, which has the *Assurance of Test Security and Non-Disclosure* embedded in the training, is required by any staff involved in any aspect of testing or handling test materials. Districts may have staff complete the training individually in the TMS, present the training to a group, or have staff review and sign the *Test Security Training Checklist* (i.e., a paper version of the training). If the training is presented in a group or the MDE-provided paper checklist is used, staff will need to complete a paper version of the *Assurance of Test Security and Non-Disclosure* in order to ensure that staff read and agree to the requirements.

ACCESS and Alternate ACCESS Training Requirements

There are two training courses in the TMS for ACCESS and Alternate ACCESS for ELLs Test Administrators. This year, these courses are posted on the Test Monitor tab under the Categories column (left side of screen) in [TMS](#).

- *ACCESS Grades 1-12 Test Administrations*
- *Kindergarten and Alternate ACCESS Test Administrations*

Note: There are also training requirements to be completed in the WIDA Secure Portal. See page 52 of the [Procedures Manual](#) for full details of the ACCESS and Alternate ACCESS training requirements.

MCA Training Requirements

There are two training courses for MCA Test Monitors depending on mode of testing. These courses are posted on the Test Monitor tab under the Categories column (left side of screen) in [TMS](#).

- *Test Monitor for Online Administrations*
- *Test Monitor for Paper Administrations*

MTAS Training Requirements

There are two training courses for MTAS Test Administrators depending on years of experience. These courses are posted on the MTAS Test Administrator tab under the Categories column (left side of screen) in [TMS](#).

- *MTAS Training for NEW Test Administrators — 1–2 years*
- *MTAS Training for EXPERIENCED Test Administrators — 3 or more years*

Optional Trainings in TMS

MDE has developed some optional trainings that districts can assign to staff members as applicable. DACs can review these trainings on the Other Trainings tab in [TMS](#) under the District-Assigned Trainings category.

Note: One of these optional trainings is already available, and two more will be available on Jan. 11. The new *Entering MTAS Data in PearsonAccess Next* training will be available in late February.

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Preparing for ACCESS and Alternate ACCESS for ELLs

As districts prepare to administer the ACCESS and Alternate ACCESS for ELLs this school year, it is important to keep the following information and resources in mind:

- **New Infographic Available:** The [ACCESS for ELLs: What's New for 2018-19?](#) infographic provides a summary of new materials and changes made for the 2018–19 administration of ACCESS for ELLs.
- **Quick Start Guides:** WIDA has a new [Preparing and Administering ACCESS for ELLs QuickStart Guide](#) and [Preparing Students QuickStart Guide](#) available on the WIDA website to help educators understand the preparation process and what they need to be ready.
- **State-Specific Information:** Minnesota is a part of the WIDA Consortium, and there are some resources and information specific to each state. Visit the [Minnesota page](#) of the WIDA website (wida.wisc.edu > Members/States > Minnesota) to view the Minnesota-specific *ACCESS for ELLs Checklist* and *State-Specific Directions*.
- **Technology Preparation:** See the [Technology Requirements for ACCESS for ELLs](#) (wida.wisc.edu > Assess > Technology).

Preparing Students for ACCESS Testing

There are a variety of resources for preparing students for ACCESS testing on the [Preparing Students for ACCESS for ELLs page](#) (WIDA website > Assess > ACCESS for ELLs > Get Students Ready). There are general tips and domain-specific information, particularly for the writing and speaking domains. The following are also resources that teachers can provide for students:

- Test Demo
- Sample Items
- Practice Test

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WIDA AMS Test Setup

Districts can now complete tasks in WIDA AMS in preparation for ACCESS and Alternate ACCESS for ELLs testing. Tasks include viewing students in the system and ensuring they are entered into the appropriate test sessions. Students who were indicated as EL in MARSS (prior to the Dec. 18 deadline) were automatically placed into generic test sessions based on grade cluster and domain. To view the test sessions, log in to WIDA AMS, then click Test Management > Manage Test Sessions.

The *WIDA AMS User Guide* and two-minute videos highlighting essential functions in WIDA AMS are available in the [WIDA Secure Portal](#). Contact DRC Customer Support with questions at WIDA@DataRecognitionCorp.com or 855-787-9615.

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Pretest Editing Deadlines in Test WES

January 18 Deadline

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

- 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 districts have historically received more MTAS materials than needed, they can choose to order MTAS materials during the additional orders window instead.
- On the District Confirmations page, confirm that 2018 Individual Student Reports (ISRs) were provided to families no later than fall conferences.
- Make the following changes to automatically receive paper test materials in the initial shipment from Pearson:
 - 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 can be used to make 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; 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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District Testing Calendars

As required by federal and state statutes, districts are required to post a comprehensive testing calendar on their district website by the start of the school year. The required components can be found starting on page 125 of the [Procedures Manual](#) (PearsonAccess Next > Resources & Training > Policies and Procedures).

Based upon the review of district testing calendars last year, consider the following:

- Do not include the entire statewide testing window; identify the specific day(s) when each test, by grade and building, is scheduled.
- As applicable, dates and information for ACCESS for ELLs must be included.
- The calendar needs to be posted on the district's webpage.
- The calendar needs to be accessible to the general public. If using Google Docs, ensure there are no permission requirements.

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Translated Word Lists in PearsonAccess Next

Word-to-word translations using translated word lists are allowed for English learners, former English learners, or students in immersion or dual language programs on the Mathematics and Science MCA. The list may be provided in conjunction with the online test or with paper accommodated test materials. These translated word lists must be a printed version from the [Translated Word Lists page](#) (PearsonAccess Next > Preparing for Testing > Translated Word Lists).

Note: After evaluating the word lists at the conclusion of the 2018 test administration, some words were added to the translated word lists for math. These lists are not expected to be updated annually, but districts should be sure to use these updated lists for this school year.

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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 MDE data governance proposed 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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Upcoming Opportunities

Pearson January New DAC Q&A Webinar

The Pearson January New DAC Q&A webinar will be tomorrow Thursday, Jan. 10 from 2–3:30 p.m. MDE will facilitate this Q&A and support Pearson as they answer your questions. The prerequisite for this webinar is to review either the PowerPoint handout from—or the recording of the Pearson portion of—the New DAC Orientation for information on Pearson systems. Both are available in the [Training Management System \(TMS\)](#) on the District Assessment Coordinator tab in the Pearson Recorded Webinars category (PearsonAccess Next > Resources & Training > Training).

Note: Pearson will also provide detailed training for New DACs in February, and this Q&A is meant to provide background information to prepare for the Test Administration Trainings.

[Register for the Pearson New DAC Q&A](#).

- Phone number: 206-596-0378
- Access code: 800 311 788

DAC Test Administration Training Registration

Next week, MDE and Pearson will conduct DAC Test Administration Trainings at three different locations. The Test Administration Training is designed for all DACs to prepare for spring testing.

- MDE will focus on changes to policies and procedures for the 2018–19 school year.
- Pearson will present changes and updates to PearsonAccess Next, TestNav, Training Management System, and reporting.

Each in-person training will be from 9 a.m.–3:30 p.m. with check-in beginning at 8:30 a.m. Morning refreshments and lunch will be provided. For those unable to attend one of the trainings, MDE will provide a

webinar option as an alternative; Pearson will post a recording of their portion of the training to the TMS, which will be available by Jan. 25. Registration and information is in the table below.

Note: Room numbers for the Mankato and Roseville trainings have been updated. See table below for the updated information.

DATE	TRAINING AND REGISTRATION	LOCATION
Monday, Jan. 14	Register for the webinar of the MDE portion of the Test Administration Training.	Webinar for MDE portion 9:30 a.m.–noon
Tuesday, Jan. 15	Register for the Mankato Test Administration Training.	Courtyard Mankato 901 Raintree Rd. Gallery A & B Mankato, MN 56001
Wednesday, Jan. 16	Register for the St. Cloud Test Administration Training.	Courtyard St. Cloud 404 W. St. Germain St. Ballroom St. Cloud, MN 56301
Thursday, Jan. 17	Register for the Roseville Test Administration Training.	MDE 1500 Hwy 36 West Rooms 15 & 16 Roseville, MN 55113

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Odds and Ends

- Roles and Responsibilities:** For additional guidance about the testing responsibilities for various roles (e.g. DACs, Principals, and Test Monitors), see Chapter 4 of the [Procedures Manual](#) (PearsonAccess Next > Resources & Training > Policies and Procedures).

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Tech Update

Support Added for iOS 12.1.1, Windows 10 Version 1809, and Chrome 71 in 2018–19

Pearson has recently confirmed compatibility with TestNav and added support for the following operating systems for the spring 2019 administration:

- iOS 12.1.1
- Windows 10 version 1809
- Chrome 71

Review the full [TestNav System Requirements](#) including supported devices, operating systems, and browsers (PearsonAccess Next > TestNav 8 Online Support [under Quick Links] > TestNav System Requirements).

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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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