

AN UPDATE FROM STATEWIDE TESTING – NOVEMBER 29, 2017

QUICK LINKS	IMPORTANT DATES
<ul style="list-style-type: none"> <li>• <a href="#">Pretest Editing in Test WES</a></li> <li>• <a href="#">Posttest Editing Shortened Window Pilot</a></li> <li>• <a href="#">Test Security Checklist Option</a></li> <li>• <a href="#">MTAS Resources and Trainings Available</a></li> <li>• <a href="#">Updated Parent Refusal Form</a></li> <li>• <a href="#">ACCESS for ELLs 2.0 Writing Field Test</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>Nov. 27–Dec. 15:</b> Indicate online testers and order materials in WIDA AMS</p> <p><b>Dec. 11:</b> Pretest Editing opens in Test WES</p> <p><b>Dec. 19:</b> Deadline to submit MARSS updates for ELs to be sent in precode for loading students into WIDA AMS</p>

## Pretest Editing in Test WES

Beginning Dec. 11, DACs can start working in Pretest Editing in Test WES to ensure students are loaded for online MCA testing, and that the appropriate MCA paper accommodated test materials and MTAS test materials will be shipped to the district or schools from Pearson.

DACs must also enter important information under the District Options and District Confirmations screens in Test WES, formerly Test Administration Information, such as verifying ISRs from 2017 have been delivered and indicating information about the shipment of test materials.

Site Readiness Confirmation will no longer be collected in Test WES. Instead, MDE will provide timely technology reminders, updates, and resources to District Technology Coordinators, technology staff, and DACs throughout the school year. See the *Tech Update* article below for the most recent update.

## MTAS Test Materials

In the Test Materials Shipment section of the District Options screen, districts may choose to receive MTAS test materials automatically or to wait and order them in additional orders. The default is to receive MTAS materials automatically for students who are indicated to take the MTAS. Since test materials can be used by a Test Administrator for more than one student, districts may choose to order them during additional orders if they have historically received more materials than needed.

## Custom Group

Custom Group is used to have student records for MCA loaded to PearsonAccess Next in particular groups to make the setup of online test sessions easier. For example, you can enter a teacher name or homeroom number. Custom groups can be entered by student or uploaded by group.

**New for 2017–18:** The deadline for indicating custom groups is later to allow districts more time to set up these groups. Districts have until Feb. 16 to indicate custom groups. Note that Custom Group is used for setting up test sessions and is different than the Reporting Groups that can be created in PearsonAccess Next and are used for reporting purposes (e.g., On-Demand Reports).

## Pretest Editing Training Registration

The MDE Pretest Editing Training for New DACs will provide detailed information about tasks DACs must complete during Pretest Editing in Test WES. This training is intended for New DACs who have been in the position for less than 3 years. Experienced DACs are welcome to attend; any new functionality will also be covered in the user guide.

- Date: Tuesday, Dec. 12
- Join webinar: 12:30–1 p.m.
- Webinar: 1–3 p.m.
- [Select this link to register for the webinar.](#)
- Phone number: 206-596-0378
- Access Code: 808 684 238

During the webinar, all attendees should have access to the updated *Pretest Editing User Guide*, which will be available next week. The training will be provided via webinar only and will include time for questions. Registration is required, and a copy of the presentation slides will be available to download the day of the webinar. The webinar will be recorded and posted in the Training Management System.

Note: Participants will need to call in to hear the audio or use their computer to connect to audio via the webinar.

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## Posttest Editing Shortened Window Pilot

This spring, MDE will conduct a pilot to determine if districts are able to complete Posttest Editing in Test WES in the first two weeks of the window. Depending on results of the pilot, the Reading and Mathematics MCA testing window may be shifted one week later, starting in 2019. The pilot is voluntary, and MDE will be asking districts to indicate their interest in participating later this spring. Volunteers will be asked to complete their Posttest Editing in the first two weeks (May 21–June 1), using 9 of the 14 days to complete all Posttest Editing tasks. MDE is looking for districts of all sizes. Look for further information this spring in the *Assessment Update*.

## Test Security Checklist Option

MDE has developed a *Test Security Training* that all staff, including District Assessment Coordinators, are required to complete annually. Districts may have staff complete the training individually in the Training Management System (TMS), present the training to a group, or have staff review and sign the *Test Security Training Checklist*, a paper checklist that includes the content from the training.

The *Test Security Training Checklist* is now available on [PearsonAccess Next](#) (Resources & Training > Policies and Procedures) and in the [TMS](#) (PearsonAccess Next > Resources & Training > Training) on the *Test Security Training* category of the District Assessment Coordinator tab.

- If the paper checklist provided by MDE is used, staff will need to complete the *Assurance of Test Security and Non-Disclosure* on paper in order to ensure that staff are able to read and agree with the requirements outlined. The paper checklist includes the *Assurance of Test Security and Non-Disclosure*.
- If the paper checklist and assurance are completed, the paper copies must be kept on file for two years unless documented in TMS; the ability to document trainings completed outside of TMS is being developed.

## MTAS Resources and Trainings Available

There are a variety of MTAS resources now available including the [Task Administration Manual](#), [Learner Characteristics Inventory](#), and [Data Collection Form](#) (PearsonAccess Next > Resources & Training > User Guides).

*MTAS Training for Test Administrators* courses are also available in the [TMS](#) (PearsonAccess Next > Resources & Training > Training) on the MTAS Test Administrator tab. MTAS Test Administrators must complete the applicable course based on their years of experience. These courses now include the *Test Security Training*.

- Test Administrators with fewer than three years of experience administering the MTAS complete the *MTAS Training for New Test Administrators*, which contains four modules: *Test Security Training*, *MTAS Overview*, *MTAS Test Administration*, and *MTAS Scoring*.
- Test Administrators with three or more years of experience administering the MTAS complete the *MTAS Training for Experienced Test Administrators*, which contains two modules: *Test Security Training* and *MTAS Scoring*.

## Updated Parent Refusal Form

In order to clarify the accountability implications, MDE recently made minor adjustments and updates to its [Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing Form](#) (MDE website > Students

and Families > Programs and Initiatives > Statewide Testing). In order for parents and guardians to make fully informed decisions regarding their child’s participation in statewide assessments, districts must post this updated form on the district website; however, student handbooks do not need to be revised. Districts should accept either version of the form.

When a parent or guardian asks if they can refuse testing, complete refusal information pursuant to Statute 120B.31, subdivision 4a, must be provided in a timely manner. However, districts are not required to send out communications related to the option to refuse testing. If a district does choose to communicate this information, they should consider including information on how the district uses data from statewide assessments and the value it provides in addition to the information provided by MDE in the three-page form. A student not participating in the statewide assessments will be counted as not proficient for the purposes of school and district accountability, which has implications for support and recognition opportunities.

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## ***ACCESS for ELLs 2.0 Writing Field Test***

WIDA is seeking participants for the ACCESS for ELLs 2.0 Writing Field Test. A district’s participation in the Writing field test will provide valuable practice for students and Test Administrators in using the online platform, as well as an incentive of \$100 for schools participating with at least 50 students. As a partner in the WIDA consortium, it is important that Minnesota is represented in the Writing Field Test in order to help WIDA meet its federal peer review requirements as they strive to produce a valid, reliable, and quality assessment. For more details, please contact Alex Bauer at [alex.bauer@wisc.edu](mailto:alex.bauer@wisc.edu) or 608-625-0601.

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## ***Upcoming Training Opportunities***

### **Teacher Professional Development and Focus Groups**

MDE is partnering with Educational Service Cooperatives to provide professional development focused on MDE data, reports, resources, and the new teacher website. Lunch will be provided to classroom teachers who stay to participate in the focus group; registration is required.

<b>LOCATION</b>	<b>DATE</b>	<b>LINK TO WEBSITE/REGISTRATION</b>
Staples	Thursday, Nov. 30	<a href="http://njpacoop.org">National Joint Powers Alliance (njpacoop.org)</a>
Mountain Iron	Wednesday, Dec. 6	<a href="#">Register for the Mountain Iron training.</a>

## Technology Trainings from Pearson

The *Upcoming Pearson Trainings* document includes detailed information on upcoming technology trainings; the document is available on the Additional Technology Resources tab of the [Technology page](#) (PearsonAccess Next > Technology > Additional Technology Resources > Upcoming Pearson Trainings).

TRAINING	DATE	REGISTRATION LINK
New Technology Coordinator Training	Tuesday, Dec. 12: 1–2 p.m.	<a href="#">Select this link to join the webinar on Dec. 12.</a>
Experienced Technology Coordinator Training	Wednesday, Dec. 13: 10–11 a.m.	<a href="#">Select this link to join the webinar on Dec. 13.</a>

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## Odds and Ends

- **2017–18 Procedures Manual:** The [Procedures Manual for the Minnesota Assessment 2017–18](#) (PearsonAccess Next > Resources & Training > Policies and Procedures) is now available. If you have feedback for future versions, email [mde.testing@state.mn.us](mailto:mde.testing@state.mn.us).
- **International Assessment Opportunity:** The International Computer and Information Literacy Study (ICILS) is looking for two schools near the metro area to participate in a field trial to assess grade eight students in technology skills and experience. Participating schools will receive \$200. If you would like to volunteer or have any questions, contact Jenny Cain at (651) 582-8218 or [jennifer.cain@state.mn.us](mailto:jennifer.cain@state.mn.us).

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## Tech Update

### Technology Resources for MCA Available

To assist districts and schools with preparation for online testing for MCA, the [Infrastructure Trial User Guide](#) and [Online Testing Infrastructure Readiness Checklist](#) (PearsonAccess Next > Technology > Online Testing Infrastructure Readiness Resources) are now available. These documents will help you create a successful testing experience for schools and students. The Infrastructure Trial is conducted using the PearsonAccess Next Training Center.

Pearson will provide training sessions to support technology staff in preparation for the 2018 MCA test administration. See *Upcoming Training Opportunities* above for more details.

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STATEWIDE TESTING: MEASURING EDUCATIONAL PROGRESS IN MINNESOTA

Minnesota Department of Education

[education.state.mn.us](https://education.state.mn.us) > Districts, Schools and Educators > Statewide Testing

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