

AN UPDATE FROM STATEWIDE TESTING—DECEMBER 19, 2018

QUICK LINKS	IMPORTANT DATES
<ul style="list-style-type: none"> • January New DAC Q&A Webinars • Preparing for ACCESS and Alternate ACCESS for ELLs • Attemptedness Criteria Update for Alternate ACCESS for ELLs • PearsonAccess Next DAC and AA Admin Access in TMS • Enabling and Restoring PearsonAccess Next User Accounts • NAEP 2019 Information for Districts with Selected Schools • Upcoming Opportunities • Odds and Ends • Tech Update 	<p>Jan. 7–March 22: Complete administration tasks in WIDA AMS</p> <p>Jan. 18: Pretest Editing deadline for 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>

January New DAC Q&A Webinars

Based on feedback from New DACs last year, there will be two Q&A webinars in January to help New DACs prepare for the test administration trainings later in the month. MDE will host one webinar and Pearson will host the other. Due to the amount of information covered, each webinar is scheduled for 90 minutes (2–3:30 p.m.), rather than the usual 60 minutes.

MDE January New DAC Q&A Webinar

The MDE January New DAC Q&A webinar will be Tuesday, Jan. 8 from 2–3:30 p.m. In addition to the prerequisite of reviewing Chapter 8 of the *Procedures Manual* for detailed information on test administration, registrants should also review the Training section of Chapter 3, which starts on page 49 (PearsonAccess Next > Resources & Training > Policies and Procedures).

After reading the chapters, [submit questions via this link](#). MDE will answer these questions during the webinar.

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

- Phone number: 206-596-0378

- Access code: 800 041 513

Pearson January New DAC Q&A Webinar

The Pearson January New DAC Q&A webinar will be 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.

After reviewing the New DAC Orientation information, [submit questions via this link](#). Pearson will answer these questions during the webinar.

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

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

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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:

- **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 [Tech Update](#) article below for technology resources available.

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Attemptedness Criteria Update for Alternate ACCESS for ELLs

WIDA recently updated the attemptedness criteria for Alternate ACCESS for ELLs for the 2018–19 test administration to include “No Response” as an attempt in all domains. WIDA uses this criteria to determine if the student attempted the domain in order to generate a valid score. This is an update to the attemptedness criteria outlined on page 160 of the [Procedures Manual](#) (PearsonAccess Next > Resources & Training > Policies and Procedures).

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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.
- Beginning 2018–19, users will be 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](#) will be updated with this information on Friday, Dec. 21 (PearsonAccess Next > Resources & Training > Training). The TMS FAQ document includes general information for all users and a section specific to DAC and AA roles.

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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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NAEP 2019 Information for Districts with Selected Schools

More than 300 Minnesota schools are participating in NAEP 2019, which will include assessments in mathematics, reading, and science in grades 4, 8, and 12. The assessments will be administered within selected schools from Jan. 28–March 8. During December and January, selected schools should be working on the Prepare for Assessment Activities. These activities are essential to ensure a successful administration of NAEP. These activities include the following:

- Review and verify student information for students who were selected to participate in NAEP.
- Review the students identified as students with disabilities (SD) and/or English language learners (ELL) and provide information on what accommodations these students require.
- Review instructions for notifying parents/guardians about NAEP.
- Provide instructions about school procedures to the NAEP representatives who will administer the assessment.
- Promote the understanding of NAEP among students and teachers and encourage their participation.

For any questions or concerns about NAEP, please contact Jenny Cain, NAEP State Coordinator, at Jennifer.cain@state.mn.us or 651-582-8218.

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Upcoming Opportunities

DAC Test Administration Training Registration

In mid-January, 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. Because this training will focus on changes for this year, MDE and Pearson will provide the New DAC orientations in January to get relevant information prior to the training.

- 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: Registration for the MDE webinar option is now available, and the start time has been updated from what was communicated last week. The webinar will now start at 9:30; the end time is still noon.

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 D 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 17 & 18 Roseville, MN 55113

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Odds and Ends

- **Help Desks Unavailable:** Due to the holidays, MDE and service provider support (Pearson, WIDA, and DRC) will be unavailable on Dec. 24–25 and Jan. 1. Emails sent to mde.testing@state.mn.us may have a delayed response time from Dec. 24–Jan. 1.
- **Next Assessment Update:** Due to the holidays, there will be no *Assessment Update* sent on Dec. 26 or Jan. 2. The next *Assessment Update* will be sent on Jan. 9. If essential information needs to be shared with districts before Jan. 9, MDE will send a targeted email to districts as needed.

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Tech Update

Conducting Infrastructure Trials

As a clarification to discussions during the recent Technology Coordinator webinars, an Infrastructure Trial is not meant to be conducted with students and are intended to be conducted only with technology or district staff. Please see the [Infrastructure Readiness Checklist](#) (PearsonAccess Next > Technology > [Online Testing Infrastructure Readiness]) for more information on conducting an Infrastructure Trial in your school or district.

New Recommendations for Proctor Cache

As communicated in the Dec. 5 *Assessment Update*, Pearson has updated Proctor Cache recommendations for the 2018–19 school year and beyond. Because of the increased bandwidth now available in schools throughout Minnesota and nationwide, proctor caching is no longer needed for all tests. In addition, Pearson has made significant updates and improvements to TestNav, which reduces the overall bandwidth required to test successfully.

- Proctor Cache is no longer recommended for Reading or Mathematics MCA tests, which due to their adaptive nature, require continual communication with Pearson servers. Most school districts have ample network capacity to support adaptive testing without the need for local content caching.
- Proctor Cache is also no longer recommended for any Data Entry Tests.
- However, Pearson is still recommending Proctor Cache for the Science MCA and Science Script MCA tests since they are not adaptive and are large in size due to simulations and animations.

Note: Beginning this year, ProctorCache can only be installed on devices running the Windows operating system.

If you have additional questions on Proctor Cache, please see the [ProctorCache System Requirements](#) (PearsonAccess Next > TestNav 8 Online Support [under Quick Links] > ProctorCache System Requirements) or [submit a Pearson help desk request](#).

Current and Upcoming Support for Chrome, MacOS, and iOS

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

- Chrome OS 70
- macOS 10.14
- iOS 12

Testing is currently in progress for Windows 10 RS5, Chrome OS 71, and iOS 12.1.1. Pearson will add support for these once testing is complete and compatibility with TestNav is confirmed.

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

Technology Readiness Reminder

As districts make technology preparations for the ACCESS for ELLs and MCA, note the following resources:

ACCESS for ELLs

- **Testing Window:** Jan. 28–March 22
- **Service Provider and Website:** Data Recognition Corporation (DRC); wida-ams.us
- **Technology Requirements:** [Technology Requirements for ACCESS for ELLs](http://wida.wisc.edu) (wida.wisc.edu > Assess > Technology)
- **Customer Support:** 855-787-9615 or WIDA@datarecognitioncorp.com
- **Key technology resources:** The *Technology User Guide*, *Technology Readiness Checklist*, and other related resources are available in WIDA AMS. In order to access technical resources, log in to [WIDA AMS](#) > All Applications > General Information > Documents; leave all filters at All to see the resources.
- **Training Opportunities:** Live and recorded webinars are included in the *WIDA Q&A Webinars 2018–2019 for Technology Coordinators* document, which is included in the list of technology resources in WIDA AMS, referenced in the previous bullet.

MCA

- **Testing Window:** Reading/Math MCA from March 4–May 3; Science MCA from March 4–May 10
- **Service Provider and Website:** Pearson; minnesota.pearsonaccessnext.com
- **System Requirements:** [TestNav system requirements for MCA administration](#) (PearsonAccess Next > TestNav 8 Online Support [under Quick Links] > TestNav System Requirements)
- **Customer Support:** 888-817-8659 or [submit a Pearson help desk request](#)
- **Key Technology Resources:** The *Infrastructure Readiness Checklist* and other information and resources are on [Pearson's Technology page](#) (PearsonAccess Next > Technology).
- **Training Opportunities:** Pearson provided webinars for new and experienced Technology Coordinators last week. Recordings of those webinars will be added in the [Training Management System \(TMS\)](#) by Friday, Dec. 21 on the Technology Staff tab under the Pearson Recorded Webinars category (PearsonAccess Next > Resources and Training > Training).

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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.