

AN UPDATE FROM STATEWIDE TESTING—DECEMBER 5, 2018

QUICK LINKS	IMPORTANT DATES
<ul style="list-style-type: none"> • Pretest Editing in Test WES • WIDA AMS Tasks • New DAC Q&A Webinar • DAC Resources • ACCESS and Alternate ACCESS Training Requirements • District Testing Calendars • Tech Update 	<p>Dec. 10: Pretest Editing opens</p> <p>Dec. 14: Last day for districts to indicate the number of online testers and order test materials in WIDA AMS</p> <p>Dec. 18: Last day for districts to submit MARSS information for ELs to be sent in precode to WIDA AMS</p>

Pretest Editing in Test WES

Beginning Dec. 10, DACs can start working on the following in Pretest Editing in Test WES:

- Ensure students are assigned the correct test (i.e. MCA or MTAS).
- Ensure any accommodations or linguistic supports that will be used during testing are indicated.
- Enter important information under the District Options and District Confirmations screens in Test WES, such as verifying 2018 ISRs have been delivered and indicating shipping information of test materials.

An updated [Pretest Editing User Guide](#), which contains step-by-step instructions and screenshots, is now available (MDE > Districts, Schools and Educators > Business and Finance > Data Submissions > Test WES).

Pretest Editing Training

The MDE Pretest Editing Training for New DACs is Tuesday, Dec. 11 from 1–3 p.m. This training will provide detailed information about tasks DACs must complete during Pretest Editing in Test WES and step-by-step instructions for completing these tasks. Experienced DACs are welcome to attend; new functionality is also covered in the user guide.

[Register for the Pretest Editing Training](#). On Dec. 11, use the following information to join the webinar:

- Call-in Number: 206-596-0378

- Access Code: 804 539 993

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WIDA AMS Tasks

The following must be completed **by Dec. 14** in WIDA AMS. Note: Grades 1–12 ACCESS is administered online; Kindergarten ACCESS and Alternate ACCESS are paper-based administrations.

- Indicate the number of online testers for each grade band.
- Indicate the number of kindergarten testers.
- Indicate the quantities of large print, braille, or paper test booklets needed for accommodations. New for 2018–19: Paper test booklets only have two tier options; Tier A and Tier B/C. You will need to indicate one of these two tiers when ordering any paper test booklets needed for accommodations.
- Indicate the quantities of Alternate ACCESS for ELLs test booklets needed.

For more information, refer to the [WIDA AMS User Guide](#) ([Log In to WIDA Secure Portal] > Online Grades 1–12 > WIDA AMS Guide and Videos) or the [Ordering Materials tutorial](#) ([Log In to WIDA Secure Portal] > Online Grades 1–12 > Preparing).

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New DAC Q&A Webinar

The next New DAC Q&A is Tuesday, Dec. 18 from 2–3 p.m. The prerequisites are to review Chapters 5 and 6 of the [Procedures Manual](#) (PearsonAccess Next > Resources & Training > Policies and Procedures). Chapter 5 focuses on accommodations for students with IEPs and 504 plans; Chapter 6 focuses on linguistic supports for English learners.

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

[Register for the New DAC Q&A](#). On Dec. 18, use the following information to join the webinar:

- Call-in Number: 206-596-0378
- Access Code: 804 193 865

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DAC Resources

MDE provides a wide range of resources to DACs in order to help them prepare for test administration. The [Resources Overview for District Assessment Coordinators](#) (formerly known as the *DAC Resources Checklist*),

describes the resources available to DACs, including resources that MDE requires all DACs to use in order to be considered fully trained (MDE > Districts, Schools and Educators > Teaching and Learning > Statewide Testing).

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ACCESS and Alternate ACCESS Training Requirements

In order to be fully trained, all ACCESS and Alternate ACCESS Test Administrators are required to complete online courses in the WIDA Secure Portal as well as a training course in the Training Management System (TMS).

All required courses in the WIDA Secure Portal and in TMS are currently available for 2018–19. The courses in [TMS](#) have a new location this year. They are available on the Test Monitor tab, under the categories *ACCESS Grades 1–12 Test Administrations* and *Kindergarten and Alternate ACCESS Test Administrations* (PearsonAccess Next > Resources & Training > Training). The requirements on the [WIDA Secure Portal](#) have not changed location, but the URL for WIDA’s website is new this year (wida.wisc.edu > [Sign In to WIDA Secure Portal]).

To see a full list of training requirements for ACCESS and Alternate ACCESS for ELLs, see page 52 of the [Procedures Manual](#) (PearsonAccess Next > Resources & Training > Policies and Procedures).

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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). MDE is currently reviewing district test security procedures and will soon start reviewing the testing calendars of various districts.

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 you are using Google Docs, ensure there are no permission requirements.

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Tech Update

New Recommendations for Proctor Cache

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 required for testing. In addition, Pearson has made significant updates and improvements to TestNav, which reduces the overall bandwidth required to test successfully.

- 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.
- 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.

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](#).

Infrastructure Readiness Checklist

To assist districts and schools with preparation for online testing for MCA, the *Infrastructure Readiness Checklist* should be posted by the end of this week to the [Technology page](#) (PearsonAccess Next > Technology).

TestNav Desktop Update

Pearson has updated the TestNav desktop application and a [Technical Bulletin](#) has been posted to the TestNav Support Site.

On Nov. 20, Pearson automatically pushed an update to the TestNav desktop application that included improved safeguards for Saved Response Files (SRFs).

- The update is only for the desktop application. Android, iOS, and Chrome applications are not impacted.
- This update occurs automatically on initiation of the application, and no manual work is necessary.
- The application will automatically update when students log in to TestNav to begin testing. No action is required by districts at this time.

Testing in Progress for Windows 10 RS5 and Chrome OS 70

Pearson is currently performing testing on Windows 10 RS5 and Chrome OS 70 to confirm compatibility with TestNav for the spring 2019 administration. Support will be added once this testing is complete. Full system requirements for TestNav including supported devices, operating systems, and browsers can be found on the

[TestNav 8 Support Page](#) (PearsonAccess Next > TestNav 8 Online Support (under Quick Links) > TestNav System Requirements).

Training Opportunities

Pearson will provide trainings to support technology staff for 2019 MCA administrations. The trainings will be recorded and posted 2–3 days after the session in the [Training Management System \(TMS\)](#) on the Technology Staff tab, in the Pearson Recorded Webinars category (PearsonAccess Next > Resources & Training > Training). A high-level agenda can be found in the *Upcoming Technology Trainings 2018–19* document available under the Additional Technology Resources section of the [Technology page](#) (PearsonAccess Next > Technology), and details are below.

- Call-in phone number: 877-554-0877
- Conference code: 571 468 0293
- Password: Pearson

DATE	TRAINING	LINK TO JOIN
Tuesday, Dec. 11 9–10 a.m.	New Technology Coordinator Training	Join Pearson’s Technology Training on Dec. 11.
Wednesday, Dec. 12 1–2 p.m.	Experienced Technology Coordinator Training	Join Pearson’s Technology Training on Dec. 12.

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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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