AN UPDATE FROM STATEWIDE TESTING – DECEMBER 13, 2017

QUICK LINKS	IMPORTANT DATES
• Preparing for ACCESS for ELLs 2.0 • Pretest Editing Open for Test WES • Save the Date for Test Administration Training • Updated DSR/SSR Reminder • Required District Test Security Procedure • Requirements for Students Turning 21 • Upcoming Training Opportunities	*Dec. 15: Deadline to indicate online testers and order materials in WIDA AMS* *Dec. 19: Deadline to submit MARSS updates for ELs to be sent in precode for loading students into WIDA AMS* *Jan. 8–March 21: Complete administrative tasks in WIDA AMS*

Preparing for ACCESS for ELLs 2.0

Test Administration Information in WIDA AMS

The ACCESS for ELLs 2.0 and Alternate ACCESS for ELLs Materials Ordering window will close Friday. If your district already completed ordering or does not have EL students, no further action is required. **It is important that districts administering the ACCESS or Alternate ACCESS complete the following tasks in WIDA AMS by Friday, Dec. 15.**

- Indicate the number of online testers by school for each grade band.
- Indicate the number of kindergarten testers by school.
- Indicate quantities of large print, braille, or paper test booklets needed for accommodations.
- Indicate the quantities of Alternate ACCESS for ELLs test booklets needed.

For more information, please refer to the *WIDA AMS User Guide* (wida.us > Assessment > WIDA AMS).

Precode for ACCESS and Alternate ACCESS

Next week, MDE will send district student precode data to WIDA AMS. This student precode file will include all students indicated as EL in MARSS and will be used to load students into WIDA AMS for online testing and to print and ship student labels for paper test materials.

MARSS updates must be submitted by Dec. 19 for students to be included in this file. This date may be earlier if you use a student information service provider. Work with your MARSS coordinator to ensure all English learner indications are up to date and submitted in time for the precode file to be sent to WIDA AMS.

Test Administrator Training Requirements

All students taking the ACCESS or Alternate ACCESS must be assigned to a Test Administrator. DACs must ensure that Test Administrators, as well as other staff involved with testing, complete the required trainings annually. Requirements vary by role and are listed below. Refer to Chapter 3 of the *Procedures Manual* for full details.

GRADES AND TEST ADMINISTRATIONS	WHEN REQUIRED	TRAININGS REQUIRED ON WIDA WEBSITE	TRAININGS REQUIRED IN TMS (AVAILABLE UNDER THE OTHER STAFF TAB)
Kindergarten ACCESS	Annually	Kindergarten Training Course: • All material in the Preparing, Testing, Afterward, and Domains tabs • *ACCESS Kindergarten Quiz*	*Test Security Training*
Grades 1–12 ACCESS Online	Annually	Online Grades 1–12 Training Course*: • Testing tab > *Administering the Test* • Quizzes tab > *ACCESS Online Administration Quiz Grades 1–12*	*ACCESS Test Administrations* course (*Test Security Training* and *Active Monitoring for Statewide Tests*)
Grades 1–12 ACCESS Paper Accommodations	First year for full training Annually for Speaking domain	Full Paper-Based Grades 1–12 Training Course: • All material in the Preparing, Testing, Afterward, and Domains tabs • *ACCESS Paper Administration Quiz Grades 1–12* and *ACCESS & Screener Speaking Quiz Grades 1–5* and/or *Grades 6–12* Annual Paper-Based Grades 1–12 Training Course: • *Speaking*** • *ACCESS & Screener Speaking Quiz Grades 1–5* and/or *Grades 6–12*	*ACCESS Test Administrations* course (*Test Security Training* and *Active Monitoring for Statewide Tests*)
Alternate ACCESS	Annually	Alternate ACCESS Grades 1–12 Training Course: • All material in the Preparing, Testing, Afterward, and Domains tabs • *Alternate ACCESS for ELLs Quiz*	*Test Security Training*

* Test Administrators should view information for each domain of the Grades 1–12 Online training, as needed.

** Training for the listening, reading and writing domains should be reviewed as needed.

Pretest Editing Open in Test WES

Pretest Editing for MCA and MTAS is now open in Test WES. DACs can indicate accommodations and linguistic supports, change test assignments as needed (e.g., MCA to MTAS), and convey information to MDE via the District Options and District Confirmations pages.

The *Test WES Pretest Editing User Guide* (MDE website > Districts, Schools and Educators > Business and Finance > Data Submissions > Test WES) is now available, and a recording of the Pretest Editing Training will be posted to the Training Management System (TMS) (PearsonAccess Next > Resources & Training > Training) by Friday, Dec. 15. It will be under MDE Recorded Webinars Category of the District Assessment Coordinator page.

Save the Date for Test Administration Training

Starting at the end of January, MDE and Pearson will conduct Test Administration Trainings at three different locations. The Test Administration Training is designed for all DACs to prepare for spring test administrations. Because this training will focus on changes for this year, New DACs will have opportunities to get more information from MDE and Pearson prior to the training.

In the morning, MDE will focus on changes to test administration policies and procedures for the 2017–18 school year. In the afternoon, Pearson will present changes and updates to PearsonAccess Next, TestNav, Training Management System, and available reports.

Each 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. Registration links will be available in January and will be included in future *Assessment Updates*.

Date	Location
Wednesday, Jan. 31	Verizon Center: Reception Hall 1 Civic Center Plaza Mankato, MN 56001
Thursday, Feb. 1	TIES: Grand Hall 1644 Larpenteur Ave W. St. Paul, MN 55108
Tuesday, Feb. 6	Courtyard St. Cloud: Ballroom 404 W. St. Germain St. St. Cloud, MN 56301

Updated DSR/SSR Reminder

This fall, some columns and field names of the District and School Student Results (DSR & SSR) were updated. All the original data is in the same location, but more fields have data. The update was in response to new student designations (e.g., RAEL), accountability requirements, and program changes (e.g., use of Quantiles). The new layout is in the *2016–17 District and School Student Results (DSR and SSR) User Guide* (MDE website > Districts, Schools and Educators > Business and Finance > Data Submissions > Assessment Secure Reports). See table below for a list of the columns that changed.

COLUMN	OLD COLUMN NAME	NEW COLUMN NAME	COLUMN DESCRIPTION
25	Prior2YearELFlag	PriorELAAccountabilityFLag	Identified as an EL in a prior year
26	Prior2YearSPEFlag	PriorSPEAccountabilityFLag	Identified as SPED in a prior year
29	F11	ForeignExchangeStudentFlag	Foreign Exchange Designation
30	F12	RecentlyArrivedEnglish LearnerFlag	Recently Arrived English Learner Designation
31	F13	ActiveDutyParentFlag	Student with a parent on active military duty
47	FillerC	PriorYearAchievementLevel	The student's prior year achievement level
49*	Accommodation Codes	AccommodationLinguistic SupportCodes	Any accommodation or linguistic support that was assigned to a student test
157	LexileScore	LexileQuantileScore	Reading Lexile Score or Math Quantile Score
158	LexileScoreRange	LexileQuantileScoreRange	Reading Lexile or Math Quantile range

* Renamed to reflect the linguistic supports that were already listed with the accommodation codes. In 2018 the new word-to-word translations codes (OL, SO, SP, HM) will also be listed. Refer to Chapter 6 of the Procedures Manual *for full details of available linguistic supports.*

Note: The Achievement Level field for ACCESS and Alternate ACCESS was not renamed, but it was expanded to three characters to allow a decimal. If your district exports the data to another system, ensure that it was updated to receive three characters.

Required District Test Security Procedure

Each school district must have a written district test security procedure that addresses how test security policies and procedures will be implemented. This procedure must be reviewed and updated annually, as needed, before training or resources on district-specific policies and procedures is provided.

In Appendix B of the *Procedures Manual*, there is a list of the specific topics that must be minimally addressed in the district test security procedure. Districts can include additional documentation as needed for their district and specify policies by school, as needed. Roles (e.g., DAC, principal) or individual staff member names should be included to specify who is responsible for the given tasks. Districts can create their own procedure or use the revised sample *District Test Security Procedure Template* (PearsonAccess Next > Resources & Training > Policies and Procedures), which will be available by Friday, Dec. 15. While the revised sample template is longer, it has been reformatted to more easily document district policies and procedures; use of this template is optional.

Annually, MDE will request and review copies of district test security procedures from a sampling of districts. After the review process, MDE will provide feedback to the DAC about the district's test security procedure and any recommended changes.

Requirements for Students Turning 21

MDE is adding clarification to the information on page 26 of the *2017-18 Procedures Manual* regarding Minnesota Statutes, section 120B.125. **Students who turn 21 while enrolled** and do not meet or exceed the Minnesota Academic Standards, as measured by the MCA administered in high school, are to be informed that admission to a public school is free and available to any resident under 21 years of age until at least one of the following occurs: 1) the first Sept. 1 after the student's 21st birthday; 2) the student's completion of academic and course credits for graduation requirements; 3) the student's withdrawal with no subsequent enrollment within 21 calendar days; or 4) the end of the school year. Districts determine how this notification will be provided.

Upcoming Training Opportunities

December Q&A Webinar for New DACs

The prerequisite for the December Q&A webinar for New DACs is to review Chapters 5 and 6 of the *2017–18 Procedures Manual* (PearsonAccess Next > Resources & Training > Policies and Procedures). Chapter 5 focuses on general testing supports available to all students and the participation of students with IEPs and 504 plans and available accommodations. Chapter 6 focuses on the participation of English learners in statewide

assessments and available linguistic supports. Participants will need to call in to hear the audio or use their computer to connect to audio via the webinar.

- Date: Tuesday, Dec. 19
- Join webinar: 1:30–2 p.m.
- Webinar: 2–3 p.m.
- Select this link to register for the webinar.
- Phone number: 206-596-0378
- Access code: 805 621 255

After reviewing the prerequisites, please submit questions to MDE via this link before the webinar.

Odds and Ends

- **Assessment Advisory Groups**: Two reports are now available from the assessment advisory groups that met earlier this year. Both reports include the group's recommendations and are under the heading Assessment Advisory Groups (MDE website > Districts, Schools and Educators > Teaching and Learning > Statewide Testing).
  - o The Future Assessment Design Working Group met from January–October to discuss the design of future state assessments.
  - o The Assessment Advisory Committee met from August–October to develop a comprehensive list of recommendations based on several reports and work group recommendations.