

AN UPDATE FROM STATEWIDE TESTING – DECEMBER 20, 2017

QUICK LINKS	IMPORTANT DATES
<ul style="list-style-type: none"> • Pretest Editing Deadlines in Test WES • Save the Date: January New DAC Q&A Webinar • District Test Security Procedure Template • Minor Adjustment to the 2017 DSR/SSR • Upcoming Training Opportunities • Odds and Ends • Tech Update 	<p>Jan. 8–March 21: Complete administrative tasks in WIDA AMS</p> <p>Jan. 19: Deadline to complete certain tasks in Pretest Editing in Test WES</p>

Pretest Editing Deadlines in Test WES

District Assessment Coordinators use Pretest Editing in Test WES to ensure that the district is set up for spring MCA and MTAS test administrations. Though the window for Pretest Editing is open through May, there are several tasks that must be completed by Jan. 19.

- Enter accommodations/linguistic supports to receive paper MCA test materials automatically in the initial shipment.
- Change test assignments to MTAS to receive MTAS test materials automatically in the initial shipment.
- Select options for MCA and MTAS test materials delivery under District Options.
- Confirm ISR delivery under District Confirmation.

For further information, access the [Test WES Pretest Editing User Guide](#) (MDE website > Districts, Schools and Educators > Business and Finance > Data Submissions > Test WES) or the recording of the MDE New DAC Pretest Editing Training posted in the [Training Management System \(TMS\)](#) (PearsonAccess Next > Resources & Training > Training) under the District Assessment Coordinator role in the MDE Recorded Webinars category.

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Save the Date: January New DAC Q&A Webinar

The January Q&A webinar for New DACs will be on Jan. 16 at 2 p.m. The prerequisite is to review Chapter 8 of the [Procedures Manual](#) (PearsonAccess Next > Resources & Training > Policies and Procedures), which focuses on the details of test administration. Due to the volume of information in Chapter 8 and to help prepare New

DACs for the Test Administration Trainings, the webinar is scheduled for 90 minutes (2–3:30 p.m.), rather than the usual 60 minutes.

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District Test Security Procedure Template

As explained in the Dec. 13 *Assessment Update*, districts are required to have a written district test security procedure that addresses test security and district policies and procedures. The specific topics that must be addressed are listed in Appendix B of the *Procedures Manual*. Districts can create their own procedure or use the revised [District Test Security Procedure Template](#) (PearsonAccess Next > Resources & Training > Policies and Procedures). While the revised template is longer, it has been reformatted to more easily document the requested information.

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Minor Adjustment to the 2017 DSR/SSR

Some inadvertent data (B, N, or A) had populated the strand Score Characteristic columns of the 2017 *District & School Student Results* (DSR & SSR) file for certain student records. This only occurred if a district added a blank assessment record during Posttest Editing in order to indicate a test/accountability code for a student who did not test. The programming was corrected, and the inadvertent data no longer appears in the DSR/SSR files available in MDE Secure Reports.

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Upcoming Training Opportunities

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 testing. MDE will focus on changes to policies and procedures for the 2017–18 school year; Pearson will present changes and updates to PearsonAccess Next, TestNav, Training Management System, and reporting.

Because this training will focus on changes for this year, New DACs will have opportunities to get more information prior to the training: MDE will provide support through the New DAC Q&A webinar in January, and Pearson will provide short video trainings, which will be available in the TMS in January.

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 future *Assessment Updates*.

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 and provide New DAC webinars in February.

DATE & TIME	LOCATION/FORMAT
Wednesday, Jan. 31 9 a.m.–3:30 p.m.	Verizon Center: Reception Hall 1 Civic Center Plaza Mankato, MN 56001
Thursday, Feb. 1 9 a.m.–3:30 p.m.	TIES: Grand Hall 1644 Larpenteur Ave W. St. Paul, MN 55108
Monday, Feb. 5 1–3 p.m.	Webinar (MDE portion only)
Tuesday, Feb. 6 9 a.m.–3:30 p.m.	Courtyard St. Cloud: Ballroom 404 W. St. Germain St. St. Cloud, MN 56301

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Odds and Ends

- MDE and Pearson Closed:** Due to the upcoming holidays, MDE and the Pearson help desk will be closed on Dec. 25 and Jan. 1. In addition, there will be no *Assessment Update* next week. The next *Assessment Update* will be sent Jan. 3.
- PearsonAccess Next Unavailable:** Due to system updates, the PearsonAccess Next Training Center will be unavailable Monday, Jan. 8, and PearsonAccess Next will be unavailable Tuesday, Jan. 9.
- Testing Calendars:** Some minor text changes have been made to the draft version of the [2018–19 Testing Calendar](#) (MDE testing > Districts, Schools and Educators > Teaching and Learning > Minnesota Tests > 2018–19 Testing Calendar DRAFT); no dates have changed. A draft of the [2019–20 Testing Calendar](#) (MDE testing > Districts, Schools and Educators > Teaching and Learning > Minnesota Tests > 2019–20 Testing Calendar DRAFT) is also available with dates similar to the current year.
- Professional Educator Licensing and Standards Board (PELSB) Transition:** The Professional Educator Licensing and Standards Board, a new state agency, was formed in 2017 and will start overseeing teacher licensing laws on Jan. 1. For more information, see the [PELSB Transition Highlights and Timeline](#) (MDE website > Licensing > Licensing Home).

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Tech Update

Technology Webinar Recordings Available

Pearson recently held technology coordinator trainings for both new and experienced District Technology Coordinators (DTCs). The recordings and Power point presentations are now available on the [Training](#)

[Management System \(TMS\)](#) (PearsonAccess Next > Resources & Training > Training) under the Technology Staff role in the Pearson Recorded Webinars category.

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STATEWIDE TESTING: MEASURING EDUCATIONAL PROGRESS IN MINNESOTA

Minnesota Department of Education

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