

AN UPDATE FROM STATEWIDE TESTING—FEBRUARY 13, 2019

QUICK LINKS	IMPORTANT DATES
<ul style="list-style-type: none"> <li>• <a href="#">Returning ACCESS and Alternate ACCESS Test Materials</a></li> <li>• <a href="#">Additional Orders for ACCESS and Alternate ACCESS</a></li> <li>• <a href="#">ACCESS Test Administration Reminders</a></li> <li>• <a href="#">MCA and MTAS Preparation</a></li> <li>• <a href="#">Initial Shipment of MCA and MTAS Test Materials</a></li> <li>• <a href="#">Update for Pearson Webinar Training</a></li> <li>• <a href="#">Training Requirements</a></li> <li>• <a href="#">Required District Test Security Procedure</a></li> <li>• <a href="#">Guidelines for Scribe, Script, and Signed Interpretation</a></li> <li>• <a href="#">Advisory Panelists Needed</a></li> <li>• <a href="#">Upcoming Opportunities</a></li> <li>• <a href="#">Tech Update</a></li> </ul>	<p><b>Jan. 28–March 22:</b> Testing window for ACCESS and Alternate ACCESS for ELLs</p> <p><b>Feb. 18:</b> Begin set up for online testing and data entry in PearsonAccess Next</p> <p><b>Feb. 19:</b> Additional orders window opens for MCA and MTAS materials</p> <p><b>March 4:</b> Testing windows open for MCA and MTAS</p>

## Returning ACCESS and Alternate ACCESS Test Materials

As districts complete the writing domain for grades 1–5, WIDA requests they return the writing test booklets as early as possible. Also, it is not necessary to wait until the end of the test window to return other paper materials (e.g., Kindergarten ACCESS and Alternate ACCESS).

If districts are unable to return materials early, it is critical that districts return paper materials no later than the final ship-by date (March 29) to ensure that all paper tests can be scanned and scored before data is provided to MDE. If the deadline is missed, assessment records may not be provided for Posttest Editing, scores may not be available for accountability calculations, and an Individual Student Report (ISR) may not be provided with the shipment of reports.

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## ***Additional Orders for ACCESS and Alternate ACCESS***

Upon reviewing the additional orders reports from WIDA, MDE has noticed some early trends of additional orders that districts have already placed for ACCESS and Alternate ACCESS materials. District should use the following guidelines regarding additional orders:

- Use both the district overage and school overage before requesting additional orders.
- Orders should be made at the district level and not for individual schools.
- Districts should combine all additional material needs from individual buildings as one district order, if possible.

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## ***ACCESS Test Administration Reminders***

Districts have already reported numerous testing misadministrations for ACCESS or Alternate ACCESS this year. DACs should remind Test Administrators to pay attention to detail as they are administering tests and keep these simple, yet helpful, guidelines in mind.

- Ensure equipment is working correctly prior to testing, including headphones and headsets.
- Confirm the names on testing tickets so students are logging in to the right test.
- Confirm that the student is taking the right test (i.e., ACCESS or Alternate ACCESS) and that any applicable accommodations are provided (e.g., testing on paper).
- For the writing domain:
  - For students who will be seeing the writing prompts online (grades 4–12), be sure they are in the correct session type (i.e., handwriting or keyboarding) depending on how they are going to provide their writing responses. Those in a handwriting sessions need to have a writing test booklet.
  - For students who are using writing booklets, be sure the student receives the correct booklet (i.e., correct student label and correct tier).

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## ***MCA and MTAS Preparation***

As districts prepare for testing, the following tasks will be completed in PearsonAccess Next. See below for the dates of when these will become available; they will remain available throughout the testing windows. Details on all of these tasks are available in the [MCA Online Testing User Guide](#), the [MCA Data Entry User Guide](#), or the [MTAS Data Entry User Guide](#), which is expected to be available no later than Feb. 22 (PearsonAccess Next > Resources & Training > User Guides).

- **Jan 28:** Begin creating reporting groups in PearsonAccess Next; see below for additional information.
- **Jan 28:** Begin assigning MTAS Score Entry users to student tests, as needed; see below for additional information.
- **Feb. 18:** Test setup for MCA including:
  - Create a test session.
  - Add students to a test session.
  - Prepare a test session.
  - Proctor cache test content, in conjunction with technology staff (only recommended for Science and Science Script tests).
  - Print testing tickets and rosters.
- **Feb. 25:** Begin entering Learner Characteristics Data (LCI) data for MTAS
- **March 4:** Testing windows open:
  - Start MCA test sessions and monitor testing.
  - Administer and enter responses for MCA paper accommodated test materials.
  - Enter MTAS score data.

## Technology Preparation

Many of the tasks for technology preparation are already available to districts. Technology staff can use the [Infrastructure Readiness Checklist](#) to be sure the district is ready for testing (PearsonAccess Next > Technology). See the *Tech Update* Article below for more information, including information about setting up test sessions that do not require Proctor Cache.

## Reporting Groups

Districts already have the ability to create Reporting Groups in PearsonAccess Next. District Assessment Coordinators (DACs) and Assessment Administrators (AAs) can create reporting groups in PearsonAccess Next for teachers or other staff (users with the Test Monitor/Data Entry or MTAS Score Entry roles) to have access to the On-Demand Reports and Historical Student Data for their students.

Reporting groups can be created manually or by using a group import/export option. The Student Reporting Groups file has an updated layout, making it easier to assign a student to multiple reporting groups.

For more information, refer to the [Reporting Groups User Guide](#) (PearsonAccess Next > Reporting Resources > Additional Reporting Resources).

## How User Roles Affect MTAS Data Entry

Districts can also assign MTAS Score Entry users to student tests, as needed in PearsonAccess Next. The user role a person has determines if student tests must be assigned before entering MTAS data:

- MTAS Score Entry user roles: These users must have student tests assigned to them before they can enter MTAS score data. Users with the DAC or AA user roles assign student tests to MTAS Score Entry users.
- DAC and AA user roles: If these users are completing the data entry, student tests do not need to be assigned to them.

If you will be assigning MTAS Score Entry users before the user guide is available next week, you may send an email to [mde.testing@state.mn.us](mailto:mde.testing@state.mn.us) for an excerpt that describes the steps for assigning these users to student tests.

Notes: The MTAS Score Entry user role should not be added to users with the DAC or AA user role; adding additional user roles to either the DAC or AA role may limit the permissions of the DAC or AA. To enter LCI data only, student tests do not need to be assigned, regardless of user role.

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## ***Initial Shipment of MCA and MTAS Test Materials***

The initial quantities of paper test materials for MCA and MTAS are based on information entered in Pretest Editing by Jan. 18. The shipment of these test materials will arrive at either the district office or schools on either Feb. 19–20 or Feb. 26–27, depending on the shipping location and dates selected in Test WES. If no changes were indicated in Test WES, the default options were ship to district and a delivery window of Feb. 19–20.

Districts can track the status of the shipment in PearsonAccess Next 2–3 days prior to the arrival date. For more information, refer to [Viewing Test Material Reports and Tracking Information](#) (PearsonAccess Next > Resources & Training > User Guides > [Shipping Information]).

### **Receiving and Inventorying Test Materials**

MCA paper accommodated test materials and MTAS test materials will be boxed separately and have different packing lists and security checklists. Use these materials to inventory all secure test materials received; electronic copies of each school's security checklists are also available on PearsonAccess Next. The security of the test materials must be maintained when inventorying and organizing, and all secure test materials must be kept in a secure, locked location until testing. For more information, refer to the [Receiving Secure Test Materials guide](#) (PearsonAccess Next > Resources & Training > User Guides > [Shipping Information]). A copy is also included in the test materials shipment.

### **Placing Additional Orders in PearsonAccess Next**

The window for placing additional orders in PearsonAccess Next for MCA and MTAS test materials opens on Feb. 19. Additional test materials can be ordered until noon on the Wednesday before the last day of the testing windows. Additional orders may be placed for any of the following reasons:

- Students have newly enrolled or there are changes in accommodations/linguistic supports or test assignments after Jan. 18.
- The district decided not to receive MTAS test materials in the initial test materials shipment (a decision made during Pretest Editing).
- Students require the MTAS Presentation Pages and Response Option Cards for reading in a symbol format.

For step-by-step instructions on placing an additional order, refer to the [Ordering Additional Test Materials guide](#) (PearsonAccess Next > Resources & Training > User Guides > [Shipping Information]).

For any questions about placing additional orders, contact the Pearson help desk at 888-817-8659 or [submit a Pearson help desk request](#).

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## Update for Pearson Webinar Training

Pearson provided a webinar training for new DACs yesterday on PearsonAccess Next and reporting. MDE and Pearson realized the password for the webinar was not included in previous *Assessment Update* articles. We apologize for any confusion or inconvenience this caused. The webinar for tomorrow will also require a password, though registration is not required.

### Password: Pearson

A recording of both trainings will be available in the Training Management System (TMS) by Feb. 22. They will be posted on the District Assessment Coordinator tab in the Pearson Recorded Webinars category.

Note: Depending on your WebEx configurations, the start time of the training below might appear in Eastern time, but the time in the table below is accurate for Central time.

DATE	TRAINING AND TOPIC	MEETING LINK
Thursday, Feb. 14 10–11 a.m.	<i>TestNav and Item Samplers: For New DACs and Educators</i>	<a href="#">Join the TestNav and Item Samplers webinar on Feb. 14.</a>

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## Training Requirements

The DAC is responsible for ensuring that all individuals involved with any aspect of test administration or materials receive training on test administration and test security **each year** prior to testing. This includes technology staff who set up the online tests, office staff that receive shipments of test materials, and all staff

that have keys to areas where secure test materials are stored. Minimally, all staff are required to complete the *Test Security Training* and be aware of district-specific testing procedures.

Much of the training to be completed is in the [Training Management System \(TMS\)](#) and MDE has developed courses that are available by role (PearsonAccess Next > Resources & Training > Training). Reference Chapter 3 of the [Procedures Manual](#) for more information; the section on training requirements starts on page 49 (PearsonAccess Next > Resources & Training > Policies and Procedures).

Completion of TMS trainings is tracked in a report available to DAC and AA users. If staff are involved in different test administrations, they must complete the required trainings for each administration. However, they only need to complete a given module once annually (e.g. *Test Security Training*). This may mean that one course may not appear as completed in the TMS for an individual staff member, but a DAC or AA can verify that all applicable modules have been completed through their reports in the TMS.

Reminder: For districts administering ACCESS or Alternate ACCESS, be sure all staff have completed the required training, which varies by test. See page 51 of the [Procedures Manual](#) for a list of requirements.

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## ***Required District Test Security Procedure***

While the *Test Security Training* addresses MDE policies and procedures for testing, each district has additional policies and procedures for test administration that must be communicated and followed. Because they are specific to each district, it is the DAC's responsibility to identify these policies and procedures in the district test security procedure. Each district determines how this information will be communicated to staff as appropriate for their role. This may be through a district or school training or in writing (e.g., email, handout, etc.).

If districts need to revise or revisit their procedure, there is a list of specific requirements in Appendix B of the *Procedures Manual*, and district may use the [District Test Security Procedure Template](#) as needed (PearsonAccess Next > Resources & Training > Policies and Procedures).

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## ***Guidelines for Scribe, Script, and Signed Interpretation***

The [2018–19 Guidelines for Administration of Accommodations and Linguistic Supports](#) is available for districts to provide to staff who will administer the MCA using one of the following accommodations/linguistic supports. Provide this document to appropriate staff with ample time for them to review it before administering the MCA.

- Scribe (SC)
- Script (MS)
- Signed interpretation of the script (OA) or signed interpretation of directions (TD)

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## ***Advisory Panelists Needed***

MDE needs qualified teachers and community members to serve on MCA advisory panels. Each advisory panel member plays an important role in developing quality tests for Minnesota's students. Please forward this information to staff in the district or to community members who may be interested in advisory panel meetings.

For more information about advisory panels and to submit or update your information to the Advisory Panel Registry, view the [Advisory Panels webpage](#) (MDE website > Districts, Schools and Educators > Teaching and Learning > Statewide Testing > Register for Advisory Panels). While teachers comprise the bulk of the advisory panel participants, bias review panels need a wide variety of community members.

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## ***Upcoming Opportunities***

### **February New DAC Q&A Webinar**

The February Q&A webinar for New DACs will be Feb. 26 from 2–3 p.m. The prerequisites are to review the following information to help prepare you for situations that may arise during testing:

- Chapter 7 of the [Procedures Manual](#), which addresses student participation and students in special circumstances (PearsonAccess Next > Resources & Training > Policies and Procedures)
- *Understanding Student Precode* module in the [Training Management System \(TMS\)](#), which provides information about checking student eligibility and figuring out why students may not be loaded for testing (PearsonAccess Next > Resources & Training > Training), located on the District Assessment Coordinator tab, in the New DAC Modules category

After reviewing these resources, [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: 285 762 542

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## ***Tech Update***

### **Recommendations for Proctor Cache Reminder**

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

- 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.
- Proctor Cache is no longer recommended for any Data Entry Tests.

Note: When creating test sessions in PearsonAccess Next for tests that do not require Proctor Cache, users will still need to select a Precaching Computer. Pearson recommends Technology Staff create a placeholder computer name for users to select when creating test sessions for non-proctor cached tests.

The instructions for configuring TestNav for Proctor Caching were updated in mid-January and are outlined in Step 8 of the [Infrastructure Readiness Checklist](#) (PearsonAccess Next > Technology).

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

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STATEWIDE TESTING: MEASURING EDUCATIONAL PROGRESS IN MINNESOTA

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