

AN UPDATE FROM STATEWIDE TESTING—FEBRUARY 27, 2019

QUICK LINKS	IMPORTANT DATES
<ul style="list-style-type: none"> • Returning ACCESS and Alternate ACCESS Test Materials • Additional Orders for ACCESS and Alternate ACCESS • Indicating Test Codes in PearsonAccess Next • Directions for Test Administrations Reminder • Reporting Groups and On-Demand Reports • TestNav Changes • Additional Orders in PearsonAccess Next Reminder • DAC Test Administration Training in TMS Transcript • Launching TestNav with Applications Running (clarification) • New Outreach and Training Specialist • Data Special Interest Group (SIG) • Odds and Ends • Tech Update 	<p>Jan. 28–March 22: Testing window for ACCESS and Alternate ACCESS for ELLs</p> <p>March 4: 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 materials are not sent by March 29, the following is likely to be impacted:

- Assessment records for Posttest Editing in Test WES
- Early student-level results
- Embargoed and final release of data

- Individual Student Reports (ISRs)
- All accountability calculations

The above items would be unavailable or incomplete (missing a composite score) for any result that has a paper component, including the following:

- All Kindergarten ACCESS testers
- All students in grades 1 and 2, since they take the Writing domain on paper
- Students in grades 4 and 5 who were in a Handwriting Session for the Writing domain (and students in grades 6–12 who complete a Handwriting Session)
- Any students who take the paper accommodated ACCESS
- All Alternate ACCESS testers

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Additional Orders for ACCESS and Alternate ACCESS

Upon reviewing the additional orders reports from WIDA, MDE has noticed some trends in the additional orders that districts have 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 completed at the district level and not at individual school sites.
- Districts should combine all additional material needs from individual buildings as one district order, if possible.

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Indicating Test Codes in PearsonAccess Next

Starting March 4, districts will be able to indicate some test codes in PearsonAccess Next. This year, districts can indicate test codes for multiple students at the same time when marking tests complete. This has the potential to save a lot of time and effort for districts who have a substantial number of test codes to enter.

In order to allow districts to indicate test codes for multiple students at the same time, the validation that the test is eligible for the specific code no longer occurs at the time the test code is entered. If a district incorrectly applies a test code, Pearson will remove the code and notify the district. Note: Pearson's validation process will happen weekly during the testing window.

Since the system no longer automatically prohibits users from incorrectly applying test codes, it is important to only indicate test codes that adhere to the following eligibility rules:

- Refusal (REF-P and REF-S) and Medical Excuse (ME) test codes can only be indicated for students who have **not** completed any test items. Note: The ability to enter the ME test code in PearsonAccess Next is new this year.
- Invalidation (INV-D, INV-O, and INV-S) test codes can only be indicated for students who **have completed** at least one test item.

Step-by-step instructions for indicating test codes are available in the [MCA Online Testing User Guide](#) (PearsonAccess Next > Resources & Training > User Guides).

Note: The *MCA Online Testing User Guide* was updated last Wednesday, Feb. 20, to reflect current information about indicating test codes. If you downloaded the *MCA Online Testing User Guide* prior to Feb. 20, MDE recommends downloading the new version. The only information that was updated relates to a specific aspect of indicating test codes.

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Directions for Test Administrations Reminder

As stated in the Jan. 30 *Assessment Update*, the testing directions (both [Directions for Online Administrations](#) and [Directions for Paper Administrations](#)) have been revised for 2018–19 (PearsonAccess Next > Preparing for Testing > Testing Directions). Based on district feedback last spring, MDE revised the wording and format of the script that is read to students to make it easier for students to understand and easier for Test Monitors to use. In addition, the script was moved to the front of the document. MDE also added a Test Monitor checklist, as well as a section giving more guidance about how to appropriately answer student questions or provide assistance to students.

Providing the Testing Directions to Test Monitors

MDE requires that the applicable *Directions for Administrations* be used for all test administrations. Consider the following information when determining how to share the testing directions within your district.

- Although the color scheme has been revised, the document will print clearly in black and white; printing in color is not required.
- Districts may choose to provide the full document electronically prior to testing and/or address in training, and only print the sections most applicable to the actual test sessions. Note: The Test Monitors should be familiar with the entire document, not just select pages, but they are only required to use the scripted portions (pages 2–7) during testing.
- Districts may also consider allowing Test Monitors to access the directions electronically during the test sessions, if they choose. Note: Test Monitors who use an electronic version must follow MDE and district policy regarding using devices (e.g., not checking email or using the device for other work).

Reminder for the Update for Scheduling for Science MCA

As announced in the Jan. 30 *Assessment Update*, MDE updated the information that is currently in Chapter 8 of the *Procedures Manual*, which includes the following information for districts to consider when scheduling testing.

- MDE recommends using the estimated test administration times to schedule test sessions based on time because students may exit the test at any point.
- If the district wishes to schedule testing so that most students complete testing in the same number of days, the number of items may be used as the guideline.

However, for Science MCA, the item numbers start over in each section and vary by grade and form. If you want to schedule the Science MCA so that most students complete testing in the same number of day, MDE recommends dividing the test over two days and having students exit after completing the first section of the test. Even though section numbers are not included in their tests, students will know when they have completed the section when they see a review screen and go to the next section.

If you downloaded or printed the [Directions for Online Administrations](#) prior to Jan. 30, you may need to reprint page 2 (depending on how you schedule the Science MCA); the change is shown below for reference. In addition, the note about scheduling by section has been updated on page 10 of the Detailed Information section to clarify that it is specific to reading and mathematics.

Situation B: Use if testing is scheduled based on students completing a certain number of items (or for science, the first section).

SAY: We have scheduled about ____ minutes for testing.

You will stop testing after you have answered ____ questions [or for science: the first section] or when our testing time is over. It is important that you do your best. The test is not timed so you can have more time later if you need it.

When you are done, raise your hand. If other students are still testing, then you will _____ [e.g., read a book.]

Note that scheduling by time, where students exit at different places, will still work for Science MCA, and no changes to the scripted directions are needed if you are scheduling by time. Similarly, the changes do not affect scheduling for Reading and Mathematics MCA.

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Reporting Groups and On-Demand Reports

Preliminary Reports are available in On-Demand Reports within one hour after a student finishes testing. If districts want teachers or staff members to have access to the On-Demand Reports for their students, the District Assessment Coordinators (DACs) or Assessment Administrators (AAs) must first create reporting groups in PearsonAccess Next.

Reporting groups can be created manually or by using an 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).

In an attempt to make the On-Demand Reports more efficient and useful to districts, the following updates have been made:

- Columns are sortable in ascending or descending order.
- All filters are now multi-select.
- A new Test Code filter has been added.
- Quantile scores have been added for Mathematics MCA.

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TestNav Changes

A brief overview of some changes to TestNav are described below. More information can be found in the recordings of Pearson's trainings in the [Training Management System \(TMS\)](#), which are on the District Assessment Coordinator tab, in the Pearson Recorded Webinars category (PearsonAccess Next > Resources & Training > Training).

- Students will navigate directly to the test questions after they complete their review of the student directions in the first section. Students are no longer required to "submit" the first section, which caused several questions from students last year. As a result of this change, students can only move forward through the student directions and are not able to go back to previous screens.
- For Science MCA, the section numbers will no longer appear in the gray bar at the top of the screen in student tests, which is similar to what appears for reading and mathematics.
- For Mathematics MCA only, the exhibit windows (i.e., formula sheets) are now resizable. Students are now able to resize the window so they can view the entire formula sheet without having to scroll.
- Students will now start on the first unanswered item when they resume testing, regardless of which item they exited on. This is a change for Reading and Mathematics MCA; Science MCA worked this way in past years. Note: Students will not see previously answered items if they were exited from the test for more than 20 minutes.
- For Data Entry tests for Reading, Mathematics, and Science MCA, the eliminate choice tool was added to allow district staff to deselect a multiple-choice response if one was accidentally indicated. The [MCA Data Entry User Guide](#) provides more detail about this added tool (PearsonAccess Next > Resources & Training > User Guides). Note: For Science MCA, if a response cannot be removed from another item type that was incorrectly indicated, the DAC must contact Pearson to have the test reset.

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Additional Orders in PearsonAccess Next Reminder

The window for placing additional orders in PearsonAccess Next is now open. 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](#).

Note: When ordering a script for Mathematics MCA in an additional order, the 12-point font test book will not be automatically included as it was for initial orders. In Test WES, you will still indicate only the “MS” code, but the test books and scripts need to be ordered separately in PearsonAccess Next.

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DAC Test Administration Training in TMS Transcript

Each year, MDE provides DAC Test Administration Trainings to prepare DACs for the upcoming test administration. All DACs are required to participate in the webinar, attend the in-person training, or view the recorded webinar posted to the Training Management System (TMS). Participants who attended the webinar (Jan. 14) or in-person trainings (Jan. 15–17) were uploaded into the TMS and now have a completed training listed on their TMS 2018–19 transcript.

Notes:

- The “Date & Time Completed” indicates when the training was uploaded to the transcript and does not reflect the actual date/time of the training. Also, the “Length” does not reflect the length of the all-day in-person trainings.
- Only the MDE portion of the training is required for participants to be considered trained. While a recording of the Pearson portion of the Test Administration Training is available in TMS, it is not required.

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Launching TestNav with Applications Running (clarification)

In the past, if a student had certain applications (e.g., YouTube) already running on their computer or device at the time they launched TestNav, the application would be allowed to run in the background even while they were taking the MCA. If a student tried to access an application after TestNav was already running, TestNav would close, but this was not necessarily the case for programs that were running before TestNav was launched.

As announced in the Feb. 20 *Assessment Update*, for MCA 2019, Pearson has blacklisted certain applications due to security concerns, which will prevent TestNav from opening if any of the applications are running on the testing computer or device. If a blacklisted application is running when a student launches TestNav, the student

will receive an error message that states they cannot test with an application running in the background. The student should exit TestNav, close any open applications, and log back in to TestNav to start testing.

Note: For districts that use desktop virtualization/thin client, blacklisted applications that are open on any thin client devices may prevent TestNav from opening, preventing students from testing. If your district uses desktop virtualization/thin client, **it is imperative that the DAC contacts Pearson prior to testing to avoid potential testing issues.** Contact the Pearson help desk at 888-817-8659 or [submit a Pearson help desk request](#).

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New Outreach and Training Specialist

Kendra Olsen is the new Outreach Specialist in Statewide Testing. Kendra will continue the work on the Testing 1, 2, 3 website, which has an official launch scheduled for August. Testing 1, 2, 3 focuses on improving assessment literacy and increasing the accessibility of statewide data in conjunction with local data, in order to make the data more usable and meaningful for teachers.

Before joining MDE, Kendra taught in the New York City Public Schools. She has had leadership experiences in professional development and is committed to providing more equitable educational opportunities for Minnesota students. She is excited to work at the state level supporting educators.

Kendra will present at several conferences around the state on the Testing 1, 2, 3 website as well as on the redesigned Benchmark Reports. Contact Kendra if you are interested in virtual or in-person professional development training on statewide assessment data or the Testing 1, 2, 3 website at kendra.olsen@state.mn.us or 651-582-8542.

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Data Special Interest Group (SIG)

The reinstated Data SIG will continue tomorrow, Feb. 28, from 2–3 p.m. The discussion will be a continuation of Ed-Fi related items including new screen shots of Ed-Fi Validation Portal pages and further information on the Identified Official with Authority (IOWA) process as it relates to Ed-Fi.

Previous Data SIG presentations are located on the [Counting All Students webpage](#) (MDE website > Districts, Schools and Educators > Business and Finance > Counting All Students > Data Special Interest Group (SIG)).

[Register for Data SIG webinar](#). Once on the Webex page, go to the “Upcoming” tab and search for “data sig.” This session does not require a registration password. Contact mde.as@state.mn.us with any questions or with suggested topics for the webinar.

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Odds and Ends

- **Minnesota Report Card Update:** The Minnesota Report Card was recently updated for the Science option in the subject dropdown of the Test Results and Participation and Test Achievement Levels reports. The “Students Included” option now defaults to “All tested” students, rather than only those meeting enrollment criteria because science is not included in accountability in the same way as reading and mathematics.
- **Test Results Summary Currently Unavailable:** At this time, parts of the Test Results Summary Secure Report are not working correctly. MDE is working to identify and correct this issue, but a correction date is not yet known.

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Tech Update

Recommendation for Blacklisted Applications

Pearson has updated the list of applications they blacklist for student tests. See the *Launching TestNav with Applications Running (clarification)* article above for more details. For districts that use desktop virtualization/thin client, blacklisted applications that are open on any thin client devices may prevent TestNav from opening. **If your district uses desktop virtualization/thin client, it is imperative that the DAC contact Pearson prior to testing.**

Support Added for Chrome OS 72 in 2018–19

Pearson has recently confirmed compatibility with TestNav and added support for Chrome OS 72 for the spring 2019 administration.

Testing is currently in progress for iOS 12.2. Pearson plans to add support once testing is complete and compatibility with TestNav is confirmed.

See [full system requirements for TestNav](#) for more information (PearsonAccess Next > TestNav 8 Online Support (under Quick Links) > TestNav System Requirements).

Proctor Cache Reminder

Pearson no longer recommends Proctor Cache for Mathematics and Reading MCA, yet it is important to keep in mind that users will still need to select a Precaching Computer when creating test sessions. 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 8 Online Support [under Quick Links] > ProctorCache System Requirements) or [submit a Pearson help desk request](#).

Note: Proctor Cache is still recommended for Science MCA.

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STATEWIDE TESTING: MEASURING EDUCATIONAL PROGRESS IN MINNESOTA

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