

AN UPDATE FROM STATEWIDE TESTING—FEBRUARY 6, 2019

QUICK LINKS	IMPORTANT DATES
<ul style="list-style-type: none"> • ACCESS and Alternate ACCESS Accountability Window • Completing ACCESS Domains • Save the Date: February New DAC Q&A Webinar • Pretest Editing Remains Open • Reviewing User Accounts in PearsonAccess Next • PearsonAccess Next DAC and AA Admin Access in TMS • Directions for Test Administrations • Invitation for Minnesota Science Teachers • NAEP 2019 Information for Districts with Selected Schools • Upcoming Opportunities 	<p>Jan. 28–March 22: Testing window for ACCESS and Alternate ACCESS for ELLs</p> <p>Feb. 18: Begin set up for online testing and data entry in PearsonAccess Next</p> <p>Feb. 19: Additional orders window opens for MCA and MTAS materials</p> <p>March 4: Testing windows open for MCA and MTAS</p>

ACCESS and Alternate ACCESS Accountability Window

The accountability window is the timeframe during which enrolled students will be included for accountability calculations. The accountability window for the English language proficiency accountability assessments (ACCESS and Alternate ACCESS for ELLs) is Feb. 4–15.

Students who are indicated as EL in MARSS and are enrolled in your district at any point during the accountability window will be considered when determining accountability calculations. Districts should attempt to test all EL students who are enrolled at any time during the testing window, not only during the accountability window.

See page 125 of the [Procedures Manual](#) for more information (PearsonAccess Next > Resources & Training > Policies and Procedures).

[Back to Top](#)

Completing ACCESS Domains

Each ACCESS domain (for grades 1–12) must be finished in one day. If a domain is not finished within a day, the unfinished portion will need to be submitted as an incomplete domain. Please keep this in mind during ACCESS testing, and be sure ACCESS test sessions are scheduled to provide ample time for students to finish a domain within the same day.

The only exceptions to completing an ACCESS domain within one day are in cases of illness, emergency, or technology issues that cannot be resolved by the service provider. The student may resume testing during a make-up session, but the student may not change answers to items already attempted. The Test Administrator should remind the student not to return to previously completed items.

Note: This requirement is specific to grades 1–12. It is recommended that the Kindergarten ACCESS be done in one session. If needed, the test may be separated into two sessions with no more than two consecutive school days in between the sessions.

Submitting an Incomplete Domain for Grades 1–12 ACCESS

For the grades 1–2 ACCESS administration, the Listening and Reading domains must be completed before a student starts the Speaking and Writing domains. Should a rare instance arise in which a student is unable to complete the Listening or Reading domain, districts must “force submit” an incomplete domain in WIDA AMS.

Detailed instructions for this process are in the *WIDA AMS Supplement – Submit Incomplete Domain* document available on the [Minnesota page of WIDA’s website](#) (WIDA > Members/States > Minnesota > Manuals, Guides and Test Materials).

[Back to Top](#)

Save the Date: 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:

- Chapter 7 of the *Procedures Manual* (PearsonAccess Next > Resources & Training > Policies and Procedures)
- *Understanding Student Precode* module in the Training Management System (PearsonAccess Next > Resources & Training > Training); it is on the District Assessment Coordinator tab, in the New DAC Modules category.

[Back to Top](#)

Pretest Editing Remains Open

DACs use Pretest Editing in Test WES to ensure the district is set up for spring testing. Though some tasks needed to be completed by Jan. 18, the Pretest Editing window is open through May. The following tasks—some of which are requirements—may still be completed in Test WES:

- By May 3, confirm the following on the District Confirmation page:
 - All staff, including the DAC, have completed training requirements prior to test administration.
 - All students indicated to take the MTAS will meet eligibility requirements at the time of testing.
- By May 24, confirm on the District Options page whether you want to receive student labels.

Throughout the window, districts may do the following on the Precode Search and Edit Screen:

- Add or remove accommodations and linguistic supports.
- Change test assignments for MCA and MTAS.
- Change the high school science send indicator.
- Assign custom group.

Districts may also use a file upload for indicating accommodations/linguistic supports, assigning custom group, and changing the science send indicator from “Y” to “N.” Making changes using a file upload can now be completed throughout the testing window. For further information, refer to the [Test WES Pretest Editing User Guide](#) (MDE > Districts, Schools and Educators > Business and Finance > Data Submissions > Test WES).

Note: Any paper test materials needed based on these changes must be ordered in additional orders in PearsonAccess Next and will not be received in the initial test materials shipment. The additional orders window opens on Feb. 19.

[Back to Top](#)

Reviewing User Accounts in PearsonAccess Next

District Assessment Coordinators (DACs) must annually review the PearsonAccess Next users within their districts to ensure accounts are up to date and current. DAC and Assessment Administrator (AA) user roles can create and restore accounts in PearsonAccess Next. User accounts can be created and maintained either manually or through a file export/import. Instructions for confirming and enabling user accounts start on page 13 of the [PearsonAccess Next User Accounts Guide](#) (PearsonAccess Next > Resources & Training > User Guides).

Please note the following reminders:

- For security purposes, passwords automatically expire every 180 days. Users should follow the instructions in the auto-generated emails to reset their password or use the [Forgot Password](#) feature.

- User accounts are disabled after 240 days of inactivity. Disabled accounts can be enabled by DACs or AAs either manually or through a file export/import.
- User accounts are deleted after 390 days of inactivity. Deleted accounts can only be restored manually in PearsonAccess Next by the DAC or AA.

Contact the Pearson help desk with any questions at 888-817-8659 or [submit a Pearson help desk request](#).

[Back to Top](#)

PearsonAccess Next DAC and AA Admin Access in TMS

As users with the District Assessment Coordinator (DAC) and Assessment Administrator (AA) roles track staff training or enter group trainings, they will need access to the Admin features in the Training Management System (TMS). Pearson manually provides Admin access to users with the DAC or AA role.

- For most of the school year, this information is added every two weeks.
- From January through March, this information is added weekly.

To avoid losing access to the Admin features of TMS, DACs and AAs should respond to the auto-generated emails from Pearson that request a password reset (which expires every 180 days). If DACs or AAs have not logged in to PearsonAccess Next in the last six months, they can log in now to ensure their account is active.

If you receive an error when logging in to use the Admin features, confirm you are using your PearsonAccess Next user name and current password, as well as a supported browser and operating system, which are defined in the [TMS FAQs](#). If you have had an active PearsonAccess Next DAC or AA account for more than two weeks and do not see the “Admin” option, clear your browser’s cookies and cached content. If these steps do not work, contact the Pearson help desk at 888-817-8659 or [submit a Pearson help desk request](#).

[Back to Top](#)

Directions for Test Administrations

As described 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. 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. MDE requires that the applicable *Directions for Administrations* be used for all test administrations.

These directions have been available on PearsonAccess Next for a few weeks. Last week, MDE made an update on page 2 of the [Directions for Online Administrations](#) regarding how science tests can be scheduled. The change was fully described in last week’s *Assessment Update*. If you printed copies of the *Directions for Online*

Administrations prior to Jan. 30, you may need to reprint page 2 of the directions (depending on how your district is scheduling science MCA administrations).

[Back to Top](#)

Invitation for Minnesota Science Teachers

MDE's science content team is looking for applicants for the *Building Capacity for Science Assessment: Science MCA-IV Item Writing Workshop*, which will take place this summer. The workshop will be a total of five days, starting with an online training on June 14 followed by in-person meetings on June 26–27 and July 15–16. Approximately 15–20 additional hours may be needed to complete the item writing assignments.

This item writer workshop is intended to train and support educators as Science MCA-IV writers using new 2019 Minnesota science standards. The workshop emphasis will be on unpacking the new standards and writing one cluster of items. In addition to providing training in assessment development and literacy, this workshop includes time for collaboration and feedback with your peers.

Please share this opportunity with anyone in your district who may be interested in the MCA-IV item writer workshop, and have them complete the [Science MCA-IV item writer workshop application](#) by March 15.

Contact Jim Wood (jim.wood@state.mn.us or 651-582-8541) or Judi Iverson (judi.iverson@state.mn.us or 651-582-8651) with any questions.

[Back to Top](#)

NAEP 2019 Information for Districts with Selected Schools

The NAEP assessment window opened on Jan. 28, and more than 300 Minnesota schools will be administering the NAEP assessment during the six week assessment window. Please continue to provide encouragement and support to any of your schools that were selected.

The majority of students selected will take the assessment on NAEP-supplied tablets; a smaller set of students will take the assessment with paper and pencil. A team of NAEP representatives will bring all materials necessary for administration and will administer the assessment. Schools will only need to provide space, desks/tables, and access to electrical outlets, if possible. The NAEP team will not need access to the school's internet, network, and/or computers.

Jenny Cain, NAEP State Coordinator, will be visiting and performing quality assurance observations at several selected schools. She is there to observe the NAEP representatives and the administration of NAEP; she is not there to observe any aspect of the school or school staff. If you have any questions or concerns about NAEP, please contact Jenny Cain at jennifer.cain@state.mn.us or 651-582-8218.

[Back to Top](#)

Upcoming Opportunities

Upcoming DAC Trainings from Pearson

Pearson will provide a variety of training options for DACs and any other interested staff in the district. The table below contains the training topics, high-level agendas, dates, and links to join each session on the day of the training. No registration is required. Note: Depending on your WebEx configurations, the start time of the trainings below might appear in Eastern time, but times in the table below are accurate for Central time.

DATE	TRAINING AND TOPIC	MEETING LINK
Tuesday, Feb. 12 1–3 p.m.	<i>PearsonAccess Next and Reporting: For New DACs</i> Comprehensive overview of PearsonAccess Next and Reporting for the MCA and MTAS 2019.	Join the PearsonAccess Next and Reporting webinar on Feb. 12.
Thursday, Feb. 14 10–11 a.m.	<i>TestNav and Item Samplers: For New DACs and Educators</i> Overview of TestNav general functionality and online and accessibility tools, signing in to TestNav, checking audio, verifying student name, and the differences between Reading, Mathematics, and Science MCA. How to access item samplers will also be addressed.	Join the TestNav and Item Samplers webinar on Feb. 14.

[Back to Top](#)

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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