![Minnesota Department of Education logo] **Assessment Update**

QUICK LINKS	IMPORTANT DATES
• Additional Orders Window for ACCESS and Alternate ACCESS • MCA and MTAS Preparation • Blacklisted Applications Clarification • MTAS Administration and Resource Updates • On-Demand Reports in PearsonAccess Next • Operational Reports in PearsonAccess Next • MDE Monitoring of Test Administrations • Mathematics MCA Information • Employment Opportunity in Statewide Testing • Upcoming Opportunities • Odds and Ends	*March 15:* Last day to place additional orders in WIDA AMS *March 22:* Testing window closes for ACCESS and Alternate ACCESS for ELLs *March 29:* Final date to ship paper test materials to DRC *March 4–May 3:* Testing window for Reading and Mathematics MCA and all subjects for MTAS *March 4–May 10:* Testing window for Science MCA

Additional Orders Window for ACCESS and Alternate ACCESS

The last day districts can order paper test materials for ACCESS or Alternate ACCESS in WIDA AMS is Friday, March 15. The last day of the testing window for ACCESS and Alternate ACCESS is March 22. Please contact DRC at 855-787-8615 or WIDA@datarecognitioncorp.com with any questions about ordering additional 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 for individual school sites.

• Districts should combine all additional material needs from individual buildings as one district order, if possible.

Back to Top

MCA and MTAS Preparation

Test Session Set Up

Step-by-step instructions for setting up test sessions are available in the *MCA Online Testing User Guide* (PearsonAccess Next > Resources & Training > User Guides). It is recommended that test sessions are not started until the actual day of test administration.

Verifying Student Test Eligibility

Before students can be added to test sessions, confirm they are loaded to PearsonAccess Next and eligible for the correct tests. Information is sent to Pearson in nightly precode files throughout the testing window for all students who are enrolled in the district.

If a student's test eligibility does not appear in PearsonAccess Next, first verify the student's information in Test WES under Precode Student Eligibility. Enter the student's MARSS/SSID number to check on possible issues. If the student is showing as currently enrolled in MARSS, there will be a message in blue font that describes the student's status. More information is in the *Test WES Precode User Guide* (MDE website > Districts, Schools and Educators > Business and Finance > Data Submissions > Test WES).

Verifying MCA Accommodations and Linguistic Supports in PearsonAccess Next

Districts can continue to make changes to accommodations and linguistic supports in Test WES throughout the testing window. Districts must ensure accommodations/linguistic support codes that affect online tests are indicated at least one business day prior to the student testing, including accommodated text-to-speech (MC) and word-to-word pop-up translation (HM, SO, SP) codes for Mathematics and Science MCA.

Full details, including how to verify that the applicable codes appear in PearsonAccess Next, are included in the *MCA Online Testing User Guide* (PearsonAccess Next > Resources & Training > User Guides).

Blacklisted Applications Clarification

As mentioned in the March 6 *Assessment Update*, the default setting for Windows 10 devices is for Microsoft Edge to automatically launch when the device is turned on, which may prevent the student from successfully launching TestNav. In order to prevent these issues, Microsoft Edge automatic start-up needs to be disabled on the Windows 10 devices prior to testing. This information was shared in a memo with DACs and technology staff last week.

Technology staff can check this by using sample student test tickets in the Training Center to log in to TestNav. For more information about creating test sessions, adding students, and printing test tickets in the Training Center, review steps 12–17 of the *Infrastructure Readiness Checklist* (PearsonAccess Next > Technology > [under

Online Testing Infrastructure Readiness]). If Microsoft Edge, or any other blacklisted application is open or running in the background, the user will receive the following 5032 error message:

TestNav has detected a blacklist process [application name] running in the background that prevents you from taking this test. Please contact the administrator to stop the blacklisted process running in the background and resume testing.

For a list of all blacklisted applications, view the *TestNav Application Blacklist* (PearsonAccess Next > Technology > [under Additional Technology Resources]). If you have any questions, please contact the Pearson help desk at 888-817-8659 or submit a Pearson help desk request.

MTAS Administration and Resource Updates

The *MTAS Data Entry User Guide* provides step-by-step instructions for entering Learner Characteristics Inventory (LCI) and MTAS scores (PearsonAccess Next > Resources & Training > User Guides). Districts can also view the optional training—*Entering MTAS Data in PearsonAccess Next*—available in the Training Management System (TMS) on the Other Trainings tab, in the District-Assigned Trainings category (PearsonAccess Next > Resources & Training > Training).

Remember staff no longer need to select the "Save" button before submitting scores when all MTAS scores are entered, which caused confusion last year.

- However, it is important that staff confirm they entered a score for each task before submitting, as there is no longer a warning message or confirmation that scores for all tasks have been entered. While tasks may be left blank if they were not able to be administered to students, most tests should have scores entered for all tasks.

- DACs can use On-Demand Reports to confirm expected valid scores; students receive a valid score when scores for all tasks are entered. On-Demand Reports that show Not Complete (NC) for a student that took the MTAS means there was not a score submitted for each task for that student.

How User Roles Affect MTAS Data Entry

Districts can 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. Note: Districts do not create test sessions for MTAS.

- MTAS Score Entry user roles: These users must have student tests assigned to them before they can enter MTAS score data.

- DAC and Assessment Administrator (AA) user roles: If these users are completing the data entry, student tests do not need to be assigned to them.

- To enter LCI data only, student tests do not need to be assigned, regardless of user role.

Note: The MTAS Score Entry user role should not be added to users with the DAC or AA user role.

Preparing for Administration

Test Administrators need to have access to MTAS test materials before test administration to prepare for individual student needs (e.g., enlarge material or find manipulatives). This includes the Task Administration Manual, Presentation Pages, and Response Option Cards. MTAS test materials must be kept secure by the Test Administrators as they prepare for testing.

On-Demand Reports in PearsonAccess Next

On-Demand Reports provide preliminary student scores for MCA and MTAS within 60 minutes after testing or data entry is completed. Results in On-Demand Reports can be exported as a data file, downloaded in a list report, or generated as PDFs (Student Detail Reports) for individual students. See the *On-Demand Reports and Export User Guide* for more detailed information (PearsonAccess Next > Reporting Resources > Additional Reporting Resources).

Districts determine whether or not to share On-Demand Reports with students, families, and teachers. Reporting groups can be created and assigned to teachers to provide them access to these reports.

Operational Reports in PearsonAccess Next

For MCA and MTAS, operational reports (under Reports > Operational Reports) are available in PearsonAccess Next to help staff in monitoring testing progress. Details on all operational reports are provided in the *Operational Reports in PearsonAccess Next User Guide* (PearsonAccess Next > Resources & Training > User Guides).

MDE Monitoring of Test Administrations

MDE visits schools to monitor test administrations as part of an overall strategy to improve the administration of Minnesota's assessments and to verify that test security requirements are followed. It is important that districts keep their posted testing calendar updated.

Starting on page 229 of the *Procedures Manual*, the *Minnesota Assessments Monitoring List* outlines the areas the monitors will observe and questions they will ask assessment staff during site visits (PearsonAccess Next > Resources & Training > Policies and Procedures).

Mathematics MCA Information

Mathematics MCA tests use MathML to support items with mathematical expressions. This application is automatically loaded once per test on the first item with MathML, so this may cause a slight delay in TestNav for the first items to load. Older devices and slower networks may experience longer delays. No action is needed by the districts, and the items should load faster after the initial MathML download.

Employment Opportunity in Statewide Testing

MDE's Division of Statewide Testing has an opening in the area of reading assessment. This position exists to provide direction, leadership, coordination, and consultation to the Statewide Testing team, support school districts in facilitation of the reading assessment, and serve as the state expert and primary resource for K–12 reading assessments.

See below for more job details and application information:

- Job ID: 30948
- Title: Reading Assessment Specialist
- Location: Roseville
- Application Deadline: March 19

If interested, apply for the Reading Assessment Specialist position.

Note: For assistance with the process, contact the Job Information Line at 651-259-3637 or go to www.mn.gov/careers and search for the Job ID.

Upcoming Opportunities

March Q&A Webinar for New DACs

The March Q&A webinar will be held on Tuesday, March 19, from 2–3 p.m. For the March webinar, there are no prerequisite readings or trainings to review. Our focus will be on any questions you may have now that the testing windows are open; please submit any questions to MDE prior to the webinar.

- Register for the New DAC Q&A here.
  - Phone Number: 206-596-0378
  - Access Code: 807 947 241
- Submit questions via this link. The questions can be related to preparing for test administration, policies and procedures during test administration, or any issues or questions that have come up since the start of testing.

Odds and Ends

- **School Improvement Data**: Due to changes in calculations and underlying data structures, reports under the School Improvement Secure Reports section of the Data Center have been taken down. Some information previously found in the School Improvement Assessment Report can still be found in the Minnesota Report Card (MDE > Data Center > Minnesota Report Card). Information previously available in the School Improvement Enrollment Report may be requested by sending a data request to mde.analytics@state.mn.us.

- **Feedback Needed for Minnesota ELA Standards**: Minnesota Academic Standards in English Language Arts (ELA) are being revised during the 2019–20 school year, and the Academic Standards team at MDE requests your feedback on the current standards. Provide feedback by completing the ELA Standards Review Survey by March 20, and share this opportunity with interested staff. For more information about the standards review process, contact Cory Stai at cory.stai@state.mn.us or Jennifer Wazlawik at jennifer.wazlawik@state.mn.us.

STATEWIDE TESTING: MEASURING EDUCATIONAL PROGRESS IN MINNESOTA

Minnesota Department of Education

education.mn.gov > Districts, Schools and Educators > Teaching and Learning > Statewide Testing

If you have any questions or want to unsubscribe, please send an email to mde.testing@state.mn.us.