AN UPDATE FROM STATEWIDE TESTING – MARCH 14, 2018

QUICK LINKS	IMPORTANT DATES
	March 16: Last day to order additional materials in WIDA AMS for ACCESS and Alternate ACCESS *March 23:* Last day of the testing window for ACCESS and Alternate ACCESS *March 30:* Deadline to ship paper test materials back to DRC for ACCESS and Alternate ACCESS

Removal of Growth Secure Reports

As Minnesota transitions to the new accountability system under ESSA, the Growth Detail Download and Growth Summary Download will both be removed from Assessment Secure Reports (MDE website > Data Center > Secure Reports) on June 25. Growth z-scores will be included in the new Academic Achievement and Progress roster download provided to districts in August. Please make sure you have downloaded all information your district would like to retain from the Growth Detail Download and Growth Summary Download prior to June 25. If you have questions about this transition, please email mde.essa@state.mn.us.

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PearsonAccess Next Tips and Reminders

Student Rosters in PearsonAccess Next

Student rosters are available to print for a test session to use as a resource during testing. Rosters include test session information (e.g., test name, password, etc.), student information (e.g., MARSS number and date of birth), and additional test information (e.g., text-to-speech and pop-up translation indications).

Student rosters may be helpful in the following ways:

- To verify accommodated text-to-speech and pop-up translations are correctly assigned to students

- To assist a student who is having difficulty signing in (rather than sorting through multiple testing tickets)
- To use as a checklist to verify all secure materials (e.g., student testing tickets, scratch paper) have been collected
- To make notes on test administration or student status (e.g., noting students who were absent or completed testing)
- To track which Test Monitors and other testing staff are present at each test session

Student rosters can be printed any time after students have been added to the test session. Student rosters must be kept secure when not used during testing because they contain private student data and provide access to test content.

For step-by-step instructions and screenshots, see the *MCA Online Testing User Guide* (PearsonAccess Next > Resources & Training > User Guides).

View Student Test Progress in PearsonAccess Next

Step-by-step instructions for viewing an individual student's test progress in PearsonAccess Next are included in the *MCA Online Testing User Guide* (PearsonAccess Next > Resources & Training > User Guides). When reviewing a student's testing progress, keep the following in mind:

- The first section of each test contains student directions and will be referred to as "Web Content" on the screen.
- For Reading or Mathematics MCA, the test status will not reflect the student's actual progress. Because adaptive tests can only measure student progress to their current position in the test, the progress screen will show that the student is at 99 or 100 percent complete.

Entering Test Codes for MCA and MTAS

A District Assessment Coordinator (DAC) or Assessment Administrator (AA) may choose to document an invalidation or refusal test code in PearsonAccess Next during the testing window rather than wait for Posttest Editing. In order to indicate a test code (INV-D, INV-O, INV-S, REF-P, or REF-S) in PearsonAccess Next, the test needs to be marked complete. See the *MCA Online Testing User Guide* or the *MTAS Score Entry User Guide for District Assessment Coordinators and Assessment Administrators* (PearsonAccess Next > Resources & Training > User Guides) for detailed information on indicating test/accountability codes in PearsonAccess Next.

NOTE: The Test/Accountability Code dropdown menu will not display in PearsonAccess Next until approximately 15 minutes after a test has been submitted (MCA and MTAS) or marked complete (MCA only).

When to Contact Pearson or MDE

For any questions about working in PearsonAccess Next, technical issues with TestNav, user role responsibilities, or placing additional orders, contact the Pearson help desk at (888) 817-8659 or submit a Pearson help desk request.

For any MDE policy questions or assistance in finding a student's test eligibility, contact Sequoia Block at mde.testing@state.mn.us or (651) 582-8674.

Student Testing in TestNav

Scheduling the Test

While sections must still be included in the Reading, Mathematics, and Science MCA, scheduling of test sessions should not be based on sections because they are not equal in length nor are they designed as a way to schedule testing.

Reviewing Items and Exiting the Test

Students may exit the Reading, Mathematics, and Science MCA at any point, and they are not required to complete a section before exiting. For Reading and Science MCA, students may choose to complete a passage or scenario before exiting so they do not need to read the passage or scenario again when they resume testing; however, they may also exit before completing because the passage and scenario are repeated with each item.

Test Monitors should alert students before the end of the day's testing session so they have adequate time to review their answers. Once students exit the test for more than 20 minutes, they cannot access any previously completed items. Test Monitors may not review the student tests to determine where students should exit.

Resuming the Test

When testing over multiple days or signing back in to TestNav after a break (if tests were exited), student tests first must be resumed in PearsonAccess Next.

- For Reading and Mathematics MCA, where the test will resume may vary. In order to score an item in an adaptive test, the student must navigate away from it. If the student answers an item and goes to another item, the test will resume on the next unanswered item (e.g., the student answers question 5 and then reviews a previous item or goes to question 6 to exit, the test will resume on question 6). If the student answers an item and then exits without navigating away from the item, the test will resume on that item (e.g., if the student answers question 5 and exits immediately, the test will resume on question 5).
- For Science MCA, the test will resume on the next unanswered question.

If less than 20 minutes has elapsed since the test was exited, the student will be able to go back to questions to review their answers. If more than 20 minutes has elapsed since the test was exited, the student will not be able to navigate back to any questions to review their answers.

NOTE: If the student is resumed to an unanswered question, the Next and Back buttons and the Review button will appear grayed out. Students must answer the question **before** they can select any of these buttons.

Test Security Notification and Test Administration Report

The Test Security Notification (TSN) and Test Administration Report (TAR) are both methods of documenting occurrences related to statewide testing in the district. For more information about their use, see Chapter 3 of the *Procedures Manual* (PearsonAccess Next > Resources & Training > Policies and Procedures).

Test Security Notification

The TSN is used for reporting security breaches involving state assessments; it must be submitted online in Test WES by the District Assessment Coordinator. Security breaches involve actions that jeopardize the integrity of test results and/or give an unfair advantage to a student or group of students, including, but not limited to, leaving test materials unsecured, discussing secure test items with staff or students, distributing secure test content via email or social media, and reviewing or changing student responses. For more information, see the *Test Security Notification* help document available under the Help link in Test WES.

When a security breach occurs, the School Assessment Coordinator should contact the DAC. **The DAC should immediately (or no later than 24 hours after the security breach occurs) contact Sequoia Block at mde.testing@state.mn.us or (651) 582-8674, who will advise on submitting.** The report should be submitted in Test WES as soon as possible, even if investigation into the incident is still taking place. Additional documentation can be submitted at a later time.

Test Administration Report

The TAR is used to record the occurrence of a special circumstance, including, but not limited to, test misadministrations and reasons for invalidations. Misadministrations are any actions that vary from MDE's policies and procedures. In addition, TARs can assist with questions from district staff and parents regarding special circumstances or misadministrations when student results are available.

A copy of the TAR is available in Appendix A of the *Procedures Manual*, but districts may use their own template for collecting the information required on a TAR (e.g., electronically).

Cell Phone and Device Policy Reminder

Students may NOT use or access cell phones, wearable technology, or any other devices at any time during testing, including during breaks or when testing is completed. Districts must create and implement school-specific policies and procedures (i.e., detailed guidelines on how they will implement the no-cell-phone policy) prior to test administration.

- If a student has a cell phone or device out at any point while testing, the student's test has been compromised and needs to be invalidated, even if the student did not use the cell phone or device.

- Students also may not wear or access "wearable" technology (e.g., smart watches, fitness trackers) during testing if the device can electronically send or receive information. If one of these devices is worn during testing, the student's test must be invalidated.
- Even if the student has completed testing, cells phones and other prohibited devices cannot be used in the testing room. **New for 2017–18**: If the student has completed testing and accesses a cell phone or other prohibited device, the district will need to take further action to determine if the test should be invalidated, following their policies and procedures. If the district cannot definitively determine that test security and test integrity has been maintained, the test must be invalidated.
- The only exceptions to this policy are the use of supported devices, like tablets, for taking the online test or if the device is used as a medical monitor.
  - For supported devices used to take the test, these devices cannot be used for any other purpose during testing sessions, including during test session breaks, and must be turned off or put away after the student has completed testing.
  - **New clarification for 2017–18**: If used as a medical monitor, the use must be officially documented by a medical professional, such as a licensed school nurse or family doctor. The documentation should be kept at the district. If testing in a group, the student must notify the Test Monitor before accessing the device; the Test Monitor must ensure the device is not accessed for other purposes.

The test code for invalidations due to cell phone or device access is INV-D. The invalidation of a student's test must be documented on the TAR, which is kept on file at the district. Only if there was a breach of security (e.g., student uses the cell phone to take a picture of the test) does a TSN also need to be submitted.

Cell Phone Policy for Test Monitors

New for 2017–18: To allow Test Monitors to continue active monitoring with the least disruption, districts may choose to allow Test Monitors to use their cell phones to alert other staff of issues. Test Monitors may use cell phones or other electronic devices ONLY to alert others that assistance is needed. Test content can never be photographed or communicated, including when the Test Monitor needs to alert others of an issue. Test Monitors cannot check email or work on their cell phones, and cell phones should be silenced to reduce disruptions.

Training Requirements

The DAC is responsible for ensuring that all individuals who may be associated with any aspect of test administration complete required trainings **each year** prior to testing, including technology staff who help set up the online tests, anyone who helps organize secure test materials, and all staff who have keys to areas where secure test materials are stored.

The DAC is required to track the completion of all staff training and may be requested to provide proof to MDE in the event of a site visit or investigation. Reference Chapter 3 of the *Procedures Manual* (PearsonAccess Next > Resources & Training > Policies and Procedures) for full details about required trainings for all staff.

Test Monitors of Paper Administrations

Beginning this year, Test Monitors who will be administering the MCA with a paper test book have a specific required training course in the [Training Management System (TMS)](#) (PearsonAccess Next > Resources & Training > Training); it is on the Other Staff page, *Test Monitor for Paper Administrations* category (course). When administering the test to students, Test Monitors need to use the *[Directions for Paper Administrations](#)* (PearsonAccess Next > Preparing for Testing > Testing Directions), rather than the *Directions for Online Administrations* the majority of Test Monitors will use.

In addition, for other staff who help with organizing and distributing test materials, there is an optional training about keeping paper materials secure and maintaining the chain of custody called *Handling Secure Paper Test Materials*, which is on the Other Staff page, District-Assigned Trainings category.

Upcoming Training Opportunities

March Q&A Webinar for New DACs

The March Q&A webinar will be held on Tuesday, March 20, 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 window is open; please submit any questions to MDE prior to the webinar.

- [Register for the New DAC Q&A](#).
  - Phone Number: 206-596-0378
  - Access Code: 806 634 253
- [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.

Webinar for new SLEDS Report: Entering the Workforce

SLEDS will host two 30-minute webinars to walk through the data and reporting features in the new SLEDS mobile report "Entering the Workforce," which offers a look at the proportion of high school graduates who are working, the number of hours worked, average wages, and the industries in which they work.

Date	Time	Registration Link
Monday, March 19	1–1:30 p.m.	[Click here to register for the webinar on March 19](#).
Tuesday, March 27	1–1:30 p.m.	[Click here to register for the webinar on March 27](#).

Odds and Ends

- **Additional Orders Window for ACCESS and Alternate ACCESS**: The last day districts can order paper test materials for ACCESS or Alternate ACCESS for ELLs is Friday, March 16. Contact DRC at (855) 787-8615 or WIDA@datarecognitioncorp.com with any questions about ordering additional materials.

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STATEWIDE TESTING: MEASURING EDUCATIONAL PROGRESS IN MINNESOTA

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