Assessment Update

mn DEPARTMENT OF EDUCATION

QUICK LINKS	IMPORTANT DATES
• ACCESS and Alternate ACCESS Shipping Deadline • Student Data Privacy When Communicating with MDE • Preparing Students for Testing • MCA and MTAS Preparation • Indicating Test Codes in PearsonAccess Next • Students Moving Into or Out of the District during Testing • Assessment Accommodations Review Panel Deadline • Science Educators Opportunity	*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

ACCESS and Alternate ACCESS Shipping Deadline

The deadline for shipping all ACCESS and Alternate ACCESS secure test materials back to DRC is this Friday, March 29. You must contact UPS at (866) 857-1501 the day before you want a pickup scheduled.

Refer to the After Testing tutorial or the Returning Materials (After Testing) section of the *District and School Test Coordinator Manual* for instructions on returning materials ([Log in to wida.us] > My Account & Secure Portal > Online Grades 1–12 > Afterward > After Testing).

Note: Online grades 4–12 *Test Administrator Scripts*, *Test Administrator Manuals*, and *District and School Test Coordinator Manuals* are considered non-secure test materials and do not need to be returned.

Implications of Returning Materials Late

If districts return materials after March 29, DRC will process them as a late return. Paper tests will not be scored before data is provided to MDE, and the following would be unavailable or incomplete for any domain taken on paper (e.g., writing booklets for students in grade 1–5 and all domains in Kindergarten):

- 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

Contact DRC with questions about returning materials at WIDA@datarecognitioncorp.com or 855-787-9615. To track the return of secure test materials, districts can use the Return Materials Receipt Report in WIDA AMS ([Log in to WIDA AMS] > All Applications > Materials > Return Materials Receipt Report).

Student Data Privacy When Communicating with MDE

When emailing MDE with a question about a specific student's test or situation, only use the MARSS number. For student privacy, do not send student names in the email, including screenshots or attachments.

Preparing Students for Testing

Rather than requiring specific resources be provided to all students to prepare for testing, MDE requires each district to determine which resources their students need in order to be familiar with the test and ready for test administration.

The *Purpose of Student Resources* document is designed to help clarify the purposes of the resources available for MCA and MTAS (MDE > Districts, Schools and Educators > Teaching and Learning > Statewide Testing > Student Resources). Districts can use this document when making decisions about resources for their students.

- The student tutorial is used to familiarize students and educators with the general functionality of the online test (PearsonAccess Next > Preparing for Test > Student Tutorial). There are three components of the tutorial—Navigation, Tools, and Item Types—each accompanied by a teacher guide.

- The item samplers are used to familiarize students and educators with how the content is presented in the test (PearsonAccess Next > Preparing for Test > Item Samplers). Item samplers, and their accompanying teacher guides, are available in every grade and subject for the MCA and MTAS, as well as for applicable accommodations and linguistic supports.

Note: MDE provides the Released Items and Passage Sets as an additional resource that can be used by educators to see how MCA items are aligned to the Minnesota Academic Standards (MDE > Districts, Schools and Educators > Teaching and Learning > Statewide Testing > Released Items and Passage Sets).

MCA and MTAS Preparation

Verifying Student Test Eligibility

Before students can be added to test sessions (for MCA) or have their scores entered (for MTAS), confirm they are loaded to PearsonAccess Next and eligible for the correct tests. Information is sent to Pearson in nightly precode files for all students enrolled in your district. If a student's test eligibility does not appear in PearsonAccess Next, verify the student's information in Test WES under Precode Student Eligibility.

Enter the student's MARSS/SSID number on the Precode Student Eligibility page to check on possible issues. If the student is currently enrolled in MARSS, there will be a message in blue font that describes the student's status. If blank demographic fields appear when you enter the MARSS/SSID number, then there is either an issue with submitting the student record in MARSS or the student has not been submitted in MARSS. Work with your MARSS Coordinator to correct any issues and resubmit MARSS.

In some cases, you will need to manually add a student's record for testing purposes. More information is in the *Test WES Precode User Guide* (MDE > 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 the online tests students take 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 codes (HM, SO, SP) for Mathematics and Science MCA.

In addition, staff can only add students to a session if they are eligible for the test assigned:

- Only students with the script for Science MCA accommodation/linguistic support code (MS) will be eligible to add to a session with a Science Script test assigned.

- Only students who have an accommodation or linguistic support code that requires data entry (e.g., 12 or 18) will be eligible to add to a session with a Data Entry test assigned.

- All other students, including those students requiring accommodated text-to-speech or word-to-word pop-up translations will be eligible for a regular test session (e.g., Grade 07 Mathematics 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).

Placing Additional Orders in PearsonAccess Next

If districts need additional paper test materials, they will need to complete two steps. First, verify the correct test (i.e., MTAS) or accommodation/linguistic support (e.g., script) is assigned or indicated in Test WES. Then place an additional order in PearsonAccess Next following the guidelines in the *Ordering Additional Test Materials* guide (PearsonAccess Next > Resources & Training > User Guides > [under Shipping Information]).

Indicating Test Codes in PearsonAccess Next

Districts can indicate some test codes in PearsonAccess Next. This year, districts can indicate test codes for multiple students when marking tests complete, which has the potential to save a lot of time and effort.

In order to allow districts to indicate test codes when marking student tests complete, the validation step that ensured the test was eligible for the assigned test code no longer occurs immediately. Once submitted, if a district incorrectly applies a test code, Pearson will remove the code and notify the district.

In order in indicate them correctly, test codes must be indicated according 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.

- 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* and the *MTAS Data Entry User Guide* (PearsonAccess Next > Resources & Training > User Guides).

Note: In order to enter a refusal or medical excuse code for MTAS or a High School science assessment, districts must indicate the test codes in PearsonAccess Next rather than waiting for Posttest Editing.

Students Moving Into or Out of the District during Testing

Districts should attempt to test all students who are enrolled during the testing window. If a student moves into a district during a testing window and has not taken a test, the district should test the student if possible. Since the MCA and MTAS testing window is longer than the accountability window, students who enroll during the accountability window (April 8–19) must be tested, even if other students in the school complete testing prior to or after the accountability window.

Refer to pages 116 and 117 of the *Procedures Manual* for additional information about students moving during the testing window (PearsonAccess Next > Resources & Training > Policies and Procedures).

Assessment Accommodations Review Panel Deadline

The Minnesota Assessment System is advised by a variety of groups and organizations, each serving a specific role. The Assessment Accommodations Review Panel (AARP) reviews proposed additions to the approved accommodations, linguistic supports, general supports, and non-standard test administration practices listed in

the *Procedures Manual* to evaluate their use and determine if they are appropriate (PearsonAccess Next > Resources & Training > Policies and Procedures).

The AARP will meet again in June and is seeking additional members. See the Assessment Advisory Groups section of the Statewide Testing page for more information and an application (MDE > Districts, Schools and Educators > Teaching and Learning > Statewide Testing). **Applications are due by April 1 for this year's meeting.** Please share this opportunity with applicable staff.

Science Educators Opportunity

The 2019 MN K–12 Science Education Standards are being written, and MDE is seeking a diverse group of K–12 teacher leaders who will use their expertise to develop test specifications. For more information and to apply, see the Test Specifications Committee for Science MCA-IV application. Share this opportunity and link with applicable staff.

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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