AN UPDATE FROM STATEWIDE TESTING—MARCH 6, 2019

QUICK LINKS	IMPORTANT DATES
• Test Window Communication • March Q&A Webinar for New DACs • Close All Applications on Devices Prior to Student Testing • Testing Reminders • PearsonAccess Next Tips and Reminders • Contacting Pearson vs. MDE • Test Security Notification and Test Administration Report • Cell Phone and Device Policy Reminder • Odds and Ends	*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

Test Window Communication

As communicated to Superintendents and Directors on March 4, MDE is aware of the challenges and concerns regarding statewide tests due to weather-related cancellations. MDE has decided to not extend either testing window and will follow the published dates for the 2018–19 Testing Calendar (MDE > Districts, Schools and Educators > Teaching and Learning > Statewide Testing > Minnesota Tests). More information about MDE's philosophy about extending testing windows can be found on page 124 of the *Procedures Manual* (PearsonAccess Next > Resources & Training > Policies and Procedures).

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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.
  - o Phone Number: 206-596-0378
  - o 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.

Close All Applications on Devices Prior to Student Testing

It is important to ensure all open applications (e.g., Google Chrome, Microsoft Edge, or Skype) on the student's testing computer or device are closed prior to a student launching TestNav. For MCA 2019, Pearson has blacklisted certain applications that will prevent TestNav from opening if running on the testing computer or device. If one or more of these applications are running when a student launches TestNav, the student 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.

If the student receives this error messages while launching TestNav, they should exit TestNav, close any open applications, and log in to TestNav again to begin testing.

The following are some common examples of applications that need to be closed before launching TestNav; see the Feb. 20 *Assessment Update* for a full list of blacklisted applications.

- Firefox/Internet Explorer/Chrome/Edge/Safari

- Youtube/iTunes/Pandora

- Facebook/Skype/Lync

Note: If students are testing on a Windows 10 device, Microsoft Edge automatically launches in the background when the device is turned on and will prevent the student from launching TestNav. Microsoft Edge automatic start-up needs to be disabled on the testing device before students launch TestNav. If you have any questions, contact the Pearson help desk at 888-817-8659 or [submit a Pearson help desk request](#).

Testing Reminders

The MCA and MTAS testing windows opened on Monday, March 4. It is important to follow policies and procedures for test administration and security in order to protect test content and ensure the integrity of test scores. The *Procedures Manual* is the most comprehensive document for DACs on MDE policies for testing (PearsonAccess Next > Resources & Training > Policies and Procedures).

Testing Directions for Test Monitors

Test Monitors must be familiar with the directions (either *Directions for Online Administrations* or *Directions for Paper Administrations*) of the test they will be monitoring (PearsonAccess Next > Preparing for Testing > Testing Directions). The testing directions have been updated this year to include the following features:

- A revised script now at the beginning of the document

- A section about answering questions and providing assistance

- A checklist for Test Monitors to know they are prepared for administering the test

Test Monitors must be familiar with the applicable testing directions and must use the script while administering the test and have access (either on paper or electronically) to the section about answering student questions and providing assistance.

Note that the following requirements must still be followed:

- Test Monitors may not paraphrase scripted instructions.

- Test Monitors may not define or pronounce a word on a test item, discuss a test item, or give an opinion regarding a test item.

- Test Monitors cannot remind students of test-taking or academic strategies (e.g., using their scratch paper, re-reading the passage, or the using the answer eliminator tool).

- Test Monitors may not control the pace at which a student tests or instruct a student to slow down.

Active Monitoring

Test Monitors must actively monitor students throughout the entire test administration by circulating around the room to carefully observe student behavior and ensure that all students are working independently and making progress in their tests. They cannot complete other tasks, including lesson planning, grading papers, or talking casually with other staff. If space is limited and students can potentially see other screens, the active monitoring must be heightened.

General Reminders

- Remove or cover any instructional posters or graphics, including strategies, techniques, or methods, in the testing room or on student desks.
- Ensure student test tickets, scratch paper, as well as hard-copy mathematics formula sheets and paper translated word lists (if provided) are collected from students and accounted for at the end of each test session.
- Do not use actual student tests as part of a practice session with Test Monitors or to verify technology or check any technical issues.

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), 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 and do not know how much further a student has to go, the progress screen will always show that the student's test is nearly complete.

Entering Test Codes for MCA and MTAS

A District Assessment Coordinator (DAC) or Assessment Administrator (AA) may choose to document some test codes in PearsonAccess Next during the testing window rather than wait for Posttest Editing. In order to indicate a test code in PearsonAccess Next, the test needs to be marked complete. If a district wishes to indicate test

codes for multiple students at the same time, they will indicate the code(s) at the same time they are marking the test complete. 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.

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

Note: If districts want to indicate one of the refusal codes or the medical excuse code for a High School Science MCA/MTAS, the test code must be assigned in PearsonAccess Next during the testing window rather than during Posttest Editing. In addition, if a district want a test code to be assigned to an MTAS record, it is important that the student is assigned MTAS in Pretest Editing in Test WES first, then the test code indicated in PearsonAccess Next. If districts wait until Posttest Editing, a test code can only be added to a blank assessment, which defaults to MCA and cannot be changed to MTAS at that time.

Contacting Pearson vs. MDE

Pearson Help Desk and Office Hours

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

Pearson offers Technology Office Hours to provide additional support to districts with a one-on-one opportunity to speak with Pearson team members. Refer to *Pearson's Technology Office Hours* for more information (PearsonAccess Next > Support > Office Hours).

Technology office hours are available to troubleshoot any technology issues, such as help with proctor caching or setting up devices. Technology staff, District Assessment Coordinators (DACs), or Assessment Administrators (AAs) should be the users requesting office hours. Schedule your Technology Office Hours meeting.

Note: If there is a technology issue while students are actively testing, call the Pearson help desk for immediate support.

MDE Communications and Student Data Privacy

For any questions about MDE policy, accommodations and linguistic supports, or a student's test eligibility, contact Sequoia Block at mde.testing@state.mn.us or 651-582-8674.

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

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 described in Chapter 3 of the *Procedures Manual* (PearsonAccess Next > Resources & Training > Policies and Procedures).

Test Security Notification

The TSN is used for reporting security violations involving state assessments; it must be submitted online in Test WES by the District Assessment Coordinator. Security violations 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.

When a security violation occurs, the School Assessment Coordinator should contact the DAC, who should immediately (or no later than 24 hours after the violation occurs) contact Sequoia Block at 651-582-8674 or mde.testing@state.mn.us, 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. For more information, see the *Test Security Notification* help document available under the Help link in Test WES.

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 on page 200 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. District and School Assessment Coordinators must

develop and train staff on school-specific policies and procedures (i.e., how they will implement the 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 because the device is visible and accessible, regardless of whether it is used or not.

- Districts must determine what action will be taken to minimize disruptions during testing if the district cell phone and device procedure is not followed. For example, if a student receives a notification (e.g., ringtone, vibration) on a device kept in a backpack or pocket, the district procedure may be that the student will hand it directly to the Test Monitor and/or silence it without looking at it. In these cases, MDE does not require the district to invalidate the test if the student simply hands over the phone or device or silences it without looking at it; however, if there is any question that the student accessed the phone or other device, the test must be invalidated.

- Even if the student has completed testing, cell phones or other devices cannot be used in the testing room. If the student has completed testing and accesses a cell phone or other prohibited device (including wearable technology), the district will need to take further action to determine if test security or the integrity of another student's test was breached. The student's completed test is not invalidated in this case because they have already completed the test.

- 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.

  o 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.

  o 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 security violation (e.g., student uses the cell phone to take a picture of the test) does a Test Security Notification (TSN) also need to be submitted in Test WES. Following their policies and procedures for accessing student devices, the district may need to verify whether or not test security has been compromised and may refer to the *Prohibited Electronic Devices Investigation Guide* in Appendix B of the *Procedures Manual* for guidance.

Cell Phone Policy for Test Monitors

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.

Odds and Ends

- **Additional Orders in PearsonAccess Next**: If districts need additional MTAS or MCA paper materials, order them in PearsonAccess Next. 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]). Note: When placing an additional order, districts should also confirm the correct test assignment or accommodation/linguistic support is indicated in Test WES.

- **Support for Accommodations and Linguistic Supports:** The *Guidelines for Administration of Accommodations and Linguistic Supports* is available for districts to provide to staff who will administer the MCA using the scribe (SC), script (MS), signed interpretation of the script (OA), or signed interpretation of directions (TD).

- **Formula Sheets**: The formatting of the hard-copy versions of the formula sheets that can be provided in conjunction with the Mathematics MCA have been updated on PearsonAccess Next. The content remains the same, but the updated formatting improves the quality of how these formula sheets now print. Districts may need to refresh their browser or clear their cache to see the updated versions.