

AN UPDATE FROM STATEWIDE TESTING – MARCH 7, 2018

QUICK LINKS	IMPORTANT DATES
<ul style="list-style-type: none"> • Testing Security Reminders • Extended Testing Time • On-Demand Reports and Export for MCA and MTAS • March Q&A Webinar for New DACs • Pearson Office Hours • Additional Orders Window for ACCESS and Alternate ACCESS • Pearson Reporting Focus Group and Usability Study (repeat) • Upcoming Training Opportunities • Odds and Ends 	<p>March 16: Last day to order additional paper test materials in WIDA AMS for ACCESS and Alternate ACCESS</p> <p>March 23: Last day of the testing window for ACCESS and Alternate ACCESS</p> <p>March 30: Deadline to ship paper materials for ACCESS and Alternate ACCESS back to DRC</p>

Testing Security Reminders

The testing windows for MCA and MTAS opened on Monday, March 5. Test administration and security policies and procedures are important to protect test content and ensure the integrity of test scores. It is critical that districts follow test security procedures. Additional details can be found in the [Procedures Manual](#) (PearsonAccess Next > Resources & Training > Policies and Procedures) and in the applicable *Directions for Administrations* on the [Testing Directions page](#) (PearsonAccess Next > Preparing for Testing > Testing Directions).

If there is a breach in test security, the DAC must contact MDE at mde.testing@state.mn.us or 651-582-8674 within 24 hours and complete the *Test Security Notification* in Test WES.

Active Monitoring

Test Monitors must adhere to the following requirements in regards to active monitoring:

- 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 on their tests.

- Do not complete other tasks, including lesson planning, grading papers, checking email, or talking casually with other staff.
- Follow your district's policy for contacting the technology staff or District/School Assessment Coordinator for additional assistance if issues arise.

Providing Assistance

Test Monitors must adhere to the following guidelines in regards to providing assistance during testing:

- Do not clarify or interpret any test item. Do not indicate that there may be a different approach or answer. Do not help students with answers to items in any way.
- Do not remind students of any test-taking strategies or offer them encouragement, other than what is scripted. Help of this sort should be provided prior to test administration, such as when students use item samplers or student tutorials.
- Do not control the pace at which students test. Tests are not timed, and students should be allowed to continue as long as they are making progress.
- Re-read scripted directions, as needed for individual students, from the applicable *Directions for Administration*, including the transcript of the student directions embedded in student tests.
- Do not provide assistance with calculators or online/accessibility tools. Students must be familiar with the calculator functionality and online/accessibility tools on the device they will be using prior to the start of testing. However, you may assist a student with the online/accessibility tools or navigation (e.g., moving forward and backward in the test) only if a student's struggles are preventing them from accessing an item, responding to an item, or moving within a test.

General Reminders

- Remove or cover any instructional posters or graphics, including strategies, techniques, or methods, in the testing room or on student desks. NOTE: This does not apply to ACCESS or Alternate ACCESS testing since a student's content knowledge is not part of the language proficiency scoring.
- Ensure student test tickets, all 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.
- Follow your district's procedures to ensure students DO NOT use cell phones or any other prohibited devices at any time during testing, including during breaks or when a student is finished testing.
- Do not use actual student tests as part of a practice session with Test Monitors and students or to verify technology or check any technical issues.

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Extended Testing Time

Extended testing time for the online MCA is no longer documented as an accommodation since students can now exit the test anywhere and start again at another time. Students can use the time they need as a general test-taking support.

If you see “extended time” on a student’s IEP or 504 plan for online testing, the student is still provided this support while testing online, and this is something to consider when scheduling testing. It does NOT mean a student needs a paper test book.

NOTE: If a student’s IEP or 504 plan requires a paper test book and extended testing time, districts would indicate an accommodation for a paper test book and one for extended testing time. It is considered extended time if a student needs to stop in the middle of a segment when using a paper test book.

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On-Demand Reports and Export for MCA and MTAS

Preliminary test results for MCA and MTAS are available in On-Demand Reports within 60 minutes of test or data entry submission. On-Demand Reports for MTAS are new for the 2018 test administration. As On-Demand Reports are preliminary, they are only available until final student results are posted in late summer. The On-Demand Export includes all student results in a CSV format, including strand/substrand scale score, and performance level for MCA, and extended standards performance for MTAS.

Teachers (i.e., users with the Test Monitor/Data Entry or MTAS Score Entry role in PearsonAccess Next) must be assigned to a reporting group by the District Assessment Coordinator (DAC) or Assessment Administrator (AA) in order to access On-Demand Reports. DACs and AAs have access to On-Demand Reports and do not need to be assigned to a reporting group. Only the DAC/AA has access to the On-Demand Export as this file contains results for all students.

An updated [On-Demand Reports and Export User Guide](#) (PearsonAccess Next > Reporting Resources > Additional Reporting Resources) is available and provides instructions for viewing, printing, downloading, and exporting On-Demand Reports in PearsonAccess Next. The user guide also provides file layouts for both the MCA and MTAS On-Demand Report Exports. A short video training is available in the [Training Management System \(TMS\)](#) (PearsonAccess Next > Resources & Training > Training) under the District Assessment Coordinator role, in the Pearson Video Trainings category.

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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 here.](#)
 - 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.

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Pearson Office Hours

Pearson offers both Technology and PearsonAccess Next Office Hours to provide additional support to districts with a one-on-one opportunity to speak with Pearson team members. Refer to [Pearson Office Hours](#) (PearsonAccess Next > Support > Office Hours) for more information.

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. [Select this link to begin scheduling your Technology Office Hours meeting.](#)

NOTE: If you are experiencing a technical issue with students currently testing or have general questions, call the Pearson help desk at 888-817-8659 for immediate support.

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Additional Orders Window for ACCESS and Alternate ACCESS

The last day districts can order paper test materials for ACCESS or Alternate ACCESS for ELLs in WIDA AMS is Friday, March 16. The last day of the testing window for ACCESS and Alternate ACCESS is March 23. Please contact DRC at (855) 787-8615 or WIDA@datarecognitioncorp.com with any questions about ordering additional materials.

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Pearson Reporting Focus Group and Usability Study (repeat)

Pearson is looking for Minnesota teachers, principals, and administrators who regularly use and interact with assessment data to provide feedback on the new design, features, and functionality of a future redesigned reporting system. Knowledge of Pearson's current reporting system is not required. Pearson is simply looking for participants who regularly use and interact with student assessment data. Please share these opportunities with educators in your district who use assessment data.

There are two opportunities to get involved:

- **Virtual Usability Study:** Participate in a virtual one-on-one usability session to review the prototype and discuss how you use student assessment data in your district, school(s), and/or classroom(s). The session should take no more than one hour and can be scheduled at your convenience by contacting the Pearson help desk at 888-817-8659 or [submit a Pearson help desk request](#).
- **In-Person Focus Group:** Join us for an in-person Focus Group on Wednesday, March 14 from 1–4 p.m. at the Minnesota Department of Education in Roseville. Pearson will be convening a group of Minnesota district assessment staff and educators to review the prototype, discuss findings from the usability

studies, and discuss how Minnesota educators and district staff use assessment data in their classrooms, schools, and across their districts. [Register for the in-person focus group](#). **Participants are still needed; the deadline to register is March 9. CEUs will be available to those who participate in the in-person Focus Group.**

NOTE: For those who attend the focus group, mileage will be reimbursed at the federal rate.

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Upcoming Training Opportunities

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.

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Odds and Ends

- **Student Data Privacy:** As questions arise about student eligibility or the administration of a specific student’s test, please remember that multiple pieces of student demographic information should never be emailed to MDE. In general, providing the MARSS number alone is sufficient.
- **Ordering Scripts as Additional Orders in PearsonAccess Next:** When ordering a script for Mathematics MCA, you must order both the script and the 12-point test book. When ordering a script for Science MCA, the large print test book must be ordered separately if a student will use a paper test book. By default, the student will take the test online in conjunction with the script. For more information on placing additional orders, refer to [Viewing Shipment Information and Ordering Additional Materials](#) (PearsonAccess Next > Resources & Training > User Guides > Shipping Information).

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education.state.mn.us > Districts, Schools and Educators > Statewide Testing

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