

AN UPDATE FROM STATEWIDE TESTING – APRIL 11, 2018

QUICK LINKS	IMPORTANT DATES
<ul style="list-style-type: none"> • Manually Adding Students in Test WES • High School Science MCA/MTAS • Online MCA: Test Section Clarification • Additional Orders in PearsonAccess Next • MDE Feedback Surveys (repeat) • Upcoming Training Opportunities • Tech Update 	<p>May 4: Last day of the testing window for Reading and Mathematics MCA and all MTAS subjects</p> <p>May 11: Last day of the testing window for Science MCA</p>

Manually Adding Students in Test WES

If students are not appearing in PearsonAccess Next for online testing or data entry, first verify the student’s information in Test WES under Precode Student Eligibility. Enter the student’s MARSS/SSID number to check for the following:

- If blank demographic fields appear after entering a student’s MARSS/SSID number, there is an issue with the student’s MARSS record. Work with your MARSS Coordinator to correct any issues and resubmit MARSS.
- Review the message in blue that appears above the table with the test eligibility information:
 - If the message states that the student record is being sent for another district but the student should be testing in your district, you can manually “Add” the student to your district if needed.
 - If the message states that the student is no longer enrolled based on the MARSS Status End Date, work with your MARSS Coordinator to ensure the enrollment is correct in MARSS. You can manually “Add” the student to your district if needed.
 - If the message states that the student record has NOT yet been sent to Pearson or you recently made a change on the Precode Search and Edit page, the record will be sent to Pearson in the next precode file and will typically be available the next business day.

For further information, access the [Test WES Precode User Guide](#) (MDE website > Districts, Schools and Educators > Business and Finance > Data Submissions > Test WES).

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High School Science MCA/MTAS

High school students should participate in the high school Science MCA when they have received instruction on all Strand 4 and Strand 1 standards related to life science/biology during the school year. If students are not completing their life science/biology coursework this year, they should not take Science MCA. Students who are re-taking their life science/biology coursework must take Science MCA again, regardless of their previous achievement level on the assessment.

For students eligible to take the high school Science MTAS, the IEP team determines the most appropriate year for a high school student to take Science MTAS based on their coursework. While some students with significant cognitive disabilities may not be enrolled in a course called Life Science or Biology, they should have access to the general education curriculum, which includes instruction in life science.

Since the high school Science MCA/MTAS is not associated with a specific grade, the default setting is for precode to include *all* high school students who have not previously taken the assessment. Only students who will be taking the test this year need to be added to a test session (for MCA) or have scores entered (for MTAS).

For a student who is re-taking life science or biology, you can change the Science Send Indicator in Test WES so that the student is sent in precode. See page 21 of the [Test WES Pretest Editing User Guide](#) (MDE > Districts, Schools and Educators > Business and Finance > Data Submissions > Test WES) for detailed steps.

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Online MCA: Test Section Clarification

Scheduling of test sessions should not be based on sections, and students are not required to complete a section before exiting. However, all subjects continue to have multiple sections for test security and test construction purposes. If students want to review, they must review before they go on to a new section as they cannot go back once the new section is started. Information about reviewing items is included in the student directions in section one of each test, and a screen at the end of each subsequent section alerts the student the section is complete and prompts them to review before continuing.

While Test Monitors may repeat scripted directions in the *Directions for Online Administrations* as needed, they may not review the student tests for any of the following reasons:

- To determine which section the student is on
- To determine when the student is at the end of a section
- To determine where students should exit

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Additional Orders in PearsonAccess Next

If a district needs additional paper materials, they should first indicate or confirm the information is correct in Test WES (e.g., MTAS is assigned or the accommodation/linguistic support is indicated).

Materials must then be ordered on the Orders & Shipment Tracking page of PearsonAccess Next (under Setup). After the initial test materials shipment, materials are not sent automatically based on updates made in Test WES. Refer to [Viewing Shipment Information and Ordering Additional Materials](#) (PearsonAccess Next > Resources & Training > User Guides > Shipping Information), or contact Pearson at 888-817-8659 or [submit a Pearson help desk request](#) for more information.

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MDE Feedback Surveys (repeat)

On April 16, MDE will send an email to DACs with a link to two feedback surveys. One survey is focused on MDE resources and trainings that were developed this year, and the other is focused on MDE reporting. These surveys are much shorter than last year, and the responses will help drive the discussions we will have during the in-person feedback sessions in May. In addition to the email, the April 18 *Assessment Update* will include the DAC feedback survey links. Please set aside ample time during the survey window (April 16–May 1) to provide your feedback.

In addition to the surveys for DACs, MDE has developed a short survey for Test Monitors. This survey is focused on teacher and student resources, as well as training. On April 23, MDE will send an email to all staff with the Test Monitor/Data Entry user role in PearsonAccess Next with a link to the survey. Please encourage your staff to complete this survey during their survey window (April 23–May 8).

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Upcoming Training Opportunities

April Q&A Webinar for New DACs

The April Q&A webinar will be held on Tuesday, April 17, from 2–3 p.m. Like the March webinar, there are no prerequisite readings or trainings to review. Our focus will be on any questions you may have now that testing is underway; 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: 806 720 834
- [Submit questions via this link.](#)

As you think about possible questions for this Q&A, think about what questions have come up in regards to the following:

- Administering accommodations for students with IEPs or 504 plans or the MTAS
- Administering linguistic supports to English learners or other qualifying students
- Preparing MCA Test Monitors and MTAS Test Administrators for test administration
- Testing students that are in unique circumstances
- Following state or district policies and procedures for administering the MCA and MTAS

MN Data Tools: Leveraging Data

On April 27, 9 a.m.–3 p.m., a training opportunity for educators will take place in Fergus Falls. The following topics will be addressed: Early Childhood Longitudinal Data System (ECLDS), Minnesota Report Card, Statewide Longitudinal Data System (SLEDS), DEED data tools (e.g., Graduate Employment Outcomes), and the MDE teacher website. There is \$15 registration fee as lunch will be provided. [Register for the Data Tools event](#), or contact Holly Pope (Brunson) at holly.brunson@state.mn.us with questions. Check-in starts at 8:30 a.m.

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Tech Update

Support for iOS 11.3

Pearson has confirmed compatibility between iOS 11.3 and TestNav and has added support for iOS 11.3 for the spring 2018 administration. Full system requirements for TestNav including supported devices, operating systems, and browsers can be found on the [TestNav 8 Online Support page](#) (PearsonAccess Next > TestNav 8 Online Support (under Quick Links) > TestNav System Requirements).

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STATEWIDE TESTING: MEASURING EDUCATIONAL PROGRESS IN MINNESOTA

Minnesota Department of Education

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

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