m1 DEPARTMENT OF EDUCATION

Assessment Update

QUICK LINKS	IMPORTANT DATES
- Data Entry for MCA and MTAS - Indicating Test Codes in PearsonAccess Next - Spring 2019 DAC Feedback Survey - DAC Feedback Sessions: Registration - Feedback from Grade 3 Teachers on Student Resources - Confirmations in Test WES - Update on Release of 2018 Graduation Data - Upcoming Opportunities	*May 3: Last day of the testing window for Reading and Mathematics MCA* *May 3: Last day of the testing window for all MTAS subjects (including Science)* *May 10: Last day of the testing window for Science MCA* *May 13: Last day to ship secure paper test material for MCA and MTAS to Pearson*

Data Entry for MCA and MTAS

Districts must enter all student responses from MCA paper test books and all MTAS scores in PearsonAccess Next by the end of the testing windows. Pearson does not scan any test books for student responses or scores. As the testing windows progress, ensure your staff know the district or school procedure for data entry.

The number of requests for late score entries have increased over the past few years, and it is important that DACs verify student responses (for paper MCA) and scores (for MTAS) are entered during the testing windows. This ensures that all students receive scores for the tests they have taken. For more detailed information, see the *MCA Data Entry User Guide* and the *MTAS Data Entry User Guide*, as needed (PearsonAccess Next > Resources & Training > User Guides).

If responses and scores are not entered during the testing windows, districts can contact Pearson to arrange for a late score entry. There is a $125 fee for late score entry requests. See the *Request for Late Score Entry Form* on page 201 of the *Procedures Manual* for further information (PearsonAccess Next > Resources & Training > Policies and Procedures).

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 to indicate them correctly, test codes must be indicated according to these 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.

Spring 2019 DAC Feedback Survey

On April 15, MDE sent an email to DACs with a link to the *Spring 2019 District Assessment Coordinator Feedback Survey*. This year's survey is short and should only take about 10 minutes to complete. Please take a few minutes to provide your feedback.

DAC Feedback Sessions: Registration

MDE and Pearson will host meetings for DACs at three locations in May to gather feedback on this year's test administration, policies and procedures, and Pearson systems. There will be both large group and small group discussions during these meetings. The meetings are scheduled from 9:30–1:30; check-in will begin at 9 a.m. Lunch will be provided. See the table below for locations and registration links.

DATE/TIME	TRAINING AND REGISTRATION	LOCATION
Tuesday, May 14 9:30 a.m.–1:30 p.m.	Register for the Mankato feedback session.	Courtyard Mankato 901 Raintree Rd. Gallery A & B Mankato, MN 56001
Wednesday, May 15 9:30 a.m.–1:30 p.m.	Register for the St. Cloud feedback session.	Courtyard St. Cloud 404 W. St. Germain St. 5th Ave. Room St. Cloud, MN 56301
Thursday, May 16 9:30 a.m.–1:30 p.m.	Register for the Metro feedback session.	Delta Hotels 1330 Industrial Blvd. NE St. Paul Ballroom Minneapolis, MN 55113

These feedback sessions are intended for DACs and other district-level staff who work with test administration. If you cannot attend in-person feedback meetings, send MDE feedback any time via mde.testing@state.mn.us.

Feedback from Grade 3 Teachers on Student Resources

MDE will send a link to DACs by Monday, April 22, to a short survey on student resources to forward to their grade 3 teachers. Please encourage all grade 3 teachers to complete the survey so that MDE has the most complete data on the effectiveness of student resources to inform the process of any redesign efforts. Teachers will have until May 31 to respond to the survey. You can find a description of the student resources on the Student Resources page (MDE > Districts, Schools and Educators Teaching and Learning > Statewide Testing > Student Resources).

Confirmations in Test WES

Districts use the District Confirmations page in Test WES to confirm the following statements; **the deadline for checking the box next to these confirmations in Test WES is May 3.**

- All staff involved with statewide testing have completed required trainings prior to test administration, including the DAC.

- All students in the district being administered the MTAS will meet all eligibility requirements at the time of testing.

Note: Districts that want to receive student results labels with the final reports (in late August) must indicate this on the District Options page in Test WES by May 24.

Update on Release of 2018 Graduation Rates

In early March, MDE informed districts that 2018 graduation rates would be released later than what is typical. This is due to applying additional data privacy rules to protect personally identifiable information in reported data—as MDE values both transparent reporting and data privacy. While working to finalize the new additional data privacy rules, it was decided to move forward with releasing 2018 graduation data with the privacy rules used in the past. Graduation data will be publically released at 7 a.m. on Tuesday, April 23. The data will not be provided to news media at an earlier date; however, MDE will provide superintendents and charter directors with a link to download an embargoed data file on Thursday, April 18, to prepare for the release.

Three webinars will be offered to prepare for the release of graduation data. The content presented will be the same in each webinar, focusing on the way the graduation rate is calculated and ways to discuss graduation with the press and the broader community.

The webinar times will be:

- Graduation Release Preparation at 4:00 p.m. on Thursday, April 18
    - Meeting number/Access code: 805 844 704
    - Call-in phone number: 844-302-0362
- Graduation Release Preparation at 8:30 a.m. on Friday, April 19
    - Meeting number/Access code: 802 790 092
    - Call-in phone number: 844-302-0362
- Graduation Release Preparation at 8:30 a.m. on Monday, April 22
    - Meeting number/Access code: 801 377 865
    - Call-in phone number: 844-302-0362

Upcoming Opportunities

April Q&A Webinar for New DACs

The April Q&A webinar will be held on Tuesday, April 23, from 2–3 p.m. Similar to the March webinar, the April New DAC Q&A has no prerequisite readings or trainings to review. The focus will be on any questions you may have as we enter the last few weeks of the testing windows.

- Register for the New DAC Q&A.

    o Phone Number: 206-596-0378

    o Access Code: 809 659 565

- Submit questions via this link.

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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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