

AN UPDATE FROM STATEWIDE TESTING – APRIL 18, 2018

QUICK LINKS	IMPORTANT DATES
<ul style="list-style-type: none"> • DAC Feedback Surveys • Survey for Test Monitors • District Feedback Meetings • Additional Hosting Sites Needed for Educator Workshops • MTAS Score Entry Reminders • On-Demand Reports in PearsonAccess Next • Test Security Notification and Test Administration Report • Testing Situations or Misadministrations • Upcoming Training Opportunities • Odds and Ends 	<p>May 4: Last day of the testing window for Reading and Mathematics MCA</p> <p>May 4: Last day of the testing window for Reading, Mathematics, and Science MTAS</p> <p>May 11: Last day of the testing window for Science MCA</p>

DAC Feedback Surveys

On Monday, April 16, MDE emailed all DACs the links to two surveys. These surveys will be open until May 1, and MDE would appreciate your participation in the surveys as soon as you have time. Your feedback to both surveys will help tailor the discussion topics for the in-person DAC feedback sessions in May. You will find a description and direct link to each below:

- The [District Assessment Coordinator Survey on Spring 2018 Test Administration Resources and Training](#) focuses on MDE resources and trainings that were developed and implemented this year and is estimated to take approximately 16 minutes to complete.
- The [District Assessment Coordinator Survey on MDE Reporting](#) focuses on MDE results and reports and is estimated to take approximately 12 minutes to complete.

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Survey for Test Monitors

This year, in addition to asking for feedback from DACs, MDE has developed a survey for Test Monitors to collect feedback on MDE resources designed to prepare students and staff for testing, as well as the required trainings

for Test Monitors. This survey is estimated to take less than 10 minutes and will be open from April 23–May 8. MDE will provide information from the Test Monitor survey to DACs at the in-person feedback session in May.

MDE will send an email to all active Test Monitor and Data Entry users in PearsonAccess Next providing a description of the survey and the link. This email will be sent from mde.testing@state.mn.us with the subject line: Spring 2018 Feedback Survey for Test Monitors.

For Test Monitors that do not have a role in PearsonAccess Next (because they only actively monitor test sessions), MDE will ask DACs to forward this survey information and link to those staff. MDE will provide the link in the April 25 *Assessment Update*.

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District Feedback Meetings

MDE and Pearson will host district feedback meetings for DACs and other district-level staff who work with test administration.

- MDE will facilitate discussion on student resources, staff trainings, DAC resources, and MDE reporting.
- Pearson will facilitate feedback discussions on PearsonAccess Next, TestNav, the Training Management System, and Pearson reporting.

Please register for an in-person session using the links below. The deadline to register for a session is May 9. Check-in for the meetings begins at 8:30 a.m.

Location	Date/Time	Registration Link
Courtyard by Marriott Mankato 901 Raintree Rd. Gallery B Mankato, MN 56001	Tuesday, May 15 9 a.m.–3 p.m.	Select this link to register for the May 15 session in Mankato.
River's Edge Convention Center 10 Fourth Ave. South Marsh/Fandal Meeting Room St. Cloud, MN 56301	Wednesday, May 16 9 a.m.–3 p.m.	Select this link to register for the May 16 session in St. Cloud.
Radisson Hotel Minneapolis/St. Paul North 2540 North Cleveland Ave. Salon D Roseville, MN 55113	Thursday, May 17 9 a.m.–3 p.m.	Select this link to register for the May 17 session in Roseville.

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Additional Hosting Sites Needed for Educator Workshops

The demo site for the new teacher website—Testing 1, 2, 3—is ready for teacher feedback. In addition to requesting input on the new teacher website, MDE will present information on the Minnesota Report Card and other MDE reports (e.g., Individual Student Reports and MCA Rosters); Pearson will be joining MDE at the workshop to gather feedback on the redesign of the Benchmark Reports.

MDE is planning to host a full-day workshop for educators and would like to gather feedback from each region of the state. In order to do this, two more hosting sites are still needed. If you are in the Metro or the Duluth areas and are interested in hosting this workshop or want more information, contact Holly Pope (Brunson) at holly.pope@state.mn.us or 651-582-8563. **The target date for securing a location is April 27.**

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MTAS Score Entry Reminders

Whenever MTAS task scores are entered, cleared, or reset in PearsonAccess Next, they must be **saved before submitting**. You must save scores prior to submitting whether or not you enter scores in one or multiple sittings. After all MTAS scores have been entered and saved, the test must be submitted. Please note that this is a change from last year as the Submit button did not appear until after scores were saved.

To confirm all scores were saved and submitted correctly, view the On-Demand Reports generated after the test has been submitted. Contact Pearson at (888)-817-8659 or [submit a Pearson help desk request](#) with additional questions.

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On-Demand Reports in PearsonAccess Next

Preliminary results documenting a student's score are available in On-Demand Reports within 60 minutes after testing or data entry is completed. On-Demand Reports are available for MCA and MTAS. Student reporting groups can be created and assigned to teachers to provide them access to these reports. For more information, refer to the [Reporting Groups User Guide](#) and the [On-Demand Reports and Export User Guide](#) (PearsonAccess Next > Reporting Resources > Additional Reporting Resources).

The preliminary results and data in PearsonAccess Next must not be used for official accountability purposes; MDE provides all official accountability data. It is up to the district whether or not to share preliminary results with students and families for instructional purposes. For more information, refer to Chapter 10 of the [Procedures Manual](#) (PearsonAccess Next > Resources & Training > Policies and Procedures).

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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. For more information, see Chapter 3 of the [Procedures Manual](#) (PearsonAccess Next > Resources & Training > Policies and Procedures).

Test Security Notification

The TSN is used for reporting security breaches involving state assessments; it must be submitted online in Test WES by the District Assessment Coordinator. Security breaches involve actions that jeopardize the integrity of test results and/or give an unfair advantage to students (e.g., leaving testing tickets unsecured or taking a picture of testing screen).

When a security breach occurs, the DAC should immediately (or no later than 24 hours) contact Sequoia Block at mde.testing@state.mn.us or (651) 582-8674. The TSN should be submitted as soon as possible, even if investigation is still taking place. For more information on submitting a TSN, 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 in Appendix A of the *Procedures Manual*, but districts may use their own template for collecting the information required on a TAR (e.g., electronically).

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Testing Situations or Misadministrations

MDE provides districts a resource called [Online Testing Situations or Misadministrations](#) (PearsonAccess Next > Resources & Training > Policies and Procedures), which outlines some situations and misadministrations that may occur during testing and require additional action. In most cases, the DAC will contact the Pearson help desk and provide detailed information about the issue. While not an exhaustive list, this document describes many situations that arise during testing and may help the district know the proper action to take.

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Upcoming Training Opportunities

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 a \$15 registration fee as lunch will be provided. [Register for the Data Tools event](#), or contact Holly Pope (Brunson) at holly.pope@state.mn.us with questions. Check-in starts at 8:30 a.m.

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Odds and Ends

- **Student Data Privacy:** If you have questions about student eligibility or a specific student’s test, 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.

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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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