

AN UPDATE FROM STATEWIDE TESTING—APRIL 24, 2019

QUICK LINKS	IMPORTANT DATES
<ul style="list-style-type: none"> • Operational Reports in PearsonAccess Next • Preliminary Student-Level Results • Returning Secure Test Materials • Employment Opportunity in Statewide Testing • Data Entry for MCA and MTAS (repeat) • Upcoming Opportunities • Odds and Ends 	<p>May 3: Last day of the testing window for Reading and Mathematics MCA</p> <p>May 3: Last day of the testing window for all MTAS subjects (including Science)</p> <p>May 10: Last day of the testing window for Science MCA</p> <p>May 13: Last day to ship secure paper test materials for MCA and MTAS to Pearson</p>

Operational Reports in PearsonAccess Next

The following are some examples of the operational reports (under Reports > Operational Reports) available in PearsonAccess Next for MCA administrations. These reports may be helpful during the testing windows to help staff in monitoring testing progress.

- Students & Registrations
 - Students Assigned to Test but not Added to a Test Session
 - Students with Test Assignments but have not Completed
- Online Testing
 - Session Roster
 - Students Currently Testing Online
 - Student Tests with a Test Code

Details on all operational reports are provided in the [Operational Reports in PearsonAccess Next User Guide](#) (PearsonAccess Next > Resources & Training > User Guides).

Preliminary Student-Level Results

For MCA and MTAS, preliminary student-level assessment results are available in PearsonAccess Next (under Reports > On-Demand Reports) within 60 minutes after testing or data entry. These results in PearsonAccess Next are considered preliminary. It is up to the district to determine how preliminary student results will be shared.

Preliminary student assessment results can be shared with students, families, and staff for instructional purposes; however, preliminary results should not be discussed in public forums, reflected in public meeting minutes (e.g., school board meetings), or shared with the general public or media until the final assessment results have been released publicly. For more information see page 181 of the [Procedures Manual](#) (PearsonAccess Next > Resources & Training > Policies and Procedures).

Note: For ACCESS and Alternate ACCESS, an Excel file of early student-level results will be available on May 20 in Test WES. The requirements for sharing and using preliminary assessment data noted above apply to ACCESS and Alternate ACCESS early student-level results as well.

Returning Secure Test Materials

Secure test materials must be returned to Pearson via UPS after the tests are administered and student responses and MTAS scores are entered online. These secure test materials do not need to be held until the end of the testing window if testing is complete.

To ensure materials are received by the deadline, please work with your schools to ensure that all materials are returned in a timely manner. Depending on your process, materials at schools may be sent to the district for return or directly to Pearson. All materials must be shipped no later than May 13.

For more information, access [Returning Secure Test Materials](#) (PearsonAccess Next > Resources & Training > User Guides). For questions, contact the Pearson help desk at 888-817-8659 or [submit a Pearson help desk request](#).

Note: Pearson does not scan any test books for student responses or scores, so be sure all MTAS scores and student responses from paper MCA test books have been entered in PearsonAccess Next before shipping back the materials.

Employment Opportunity in Statewide Testing

MDE's Division of Statewide Testing has an opening in the area of mathematics assessment. This position exists to provide direction, leadership, coordination, and consultation to the Statewide Testing team, support school districts in facilitation of the mathematics assessment, and serve as the state expert and primary resource for K-12 mathematics assessments.

See below for more job details and application information:

- Job ID: 32047
- Title: Mathematics Assessment Specialist
- Location: Roseville
- Application Deadline: May 2

If interested, [apply for the Mathematics Assessment Specialist position](#).

Note: For assistance with the process, contact the Job Information Line at 651-259-3637 or go to www.mn.gov/careers and search for the Job ID.

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Data Entry for MCA and MTAS (repeat)

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; ensure 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 (in paper MCA test books) and scores (for MTAS) are entered during the testing windows. 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, there is a \$125 fee for late score entry requests.

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Upcoming Opportunities

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. These feedback sessions are intended for DACs and other district-level staff who work with test administration. 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
<p>Tuesday, May 14 9:30 a.m.–1:30 p.m.</p>	<p>Register for the Mankato feedback session.</p>	<p>Courtyard Mankato 901 Raintree Rd. Gallery A & B Mankato, MN 56001</p>
<p>Wednesday, May 15 9:30 a.m.–1:30 p.m.</p>	<p>Register for the St. Cloud feedback session.</p>	<p>Courtyard St. Cloud 404 W. St. Germain St. 5th Ave. Room St. Cloud, MN 56301</p>
<p>Thursday, May 16 9:30 a.m.–1:30 p.m.</p>	<p>Register for the Metro feedback session.</p>	<p>Delta Hotels 1330 Industrial Blvd. NE St. Paul Ballroom Minneapolis, MN 55113</p>

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Odds and Ends

- DAC Feedback Survey:** The [Spring 2019 District Assessment Coordinator Feedback Survey](#) is now open. If you are a DAC who has not had a chance to provide your feedback yet, please take a few minutes to complete the survey, as your feedback is important to us.

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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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