

AN UPDATE FROM STATEWIDE TESTING – APRIL 25, 2018

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## Deadlines for MCA and MTAS Testing and Data Entry

The testing window closes on May 4 for Reading and Mathematics MCA and all MTAS subjects, including science. All online testing must be completed by 5 p.m. on May 4. All student responses from paper materials and scores from MTAS must be entered online by 7 p.m. on May 4.

The testing window closes on May 11 for Science MCA. All online testing for Science MCA must be completed by 5 p.m., and all student responses from paper MCA materials must be entered online by 7 p.m. on May 11.

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## MTAS Reminders

District Assessment Coordinator (DAC) or Assessment Administrator (AA) user roles in PearsonAccess Next can enter MTAS scores for any student; however, if teachers (i.e., users with the MTAS Score Entry user role) are entering MTAS score data, the DAC or AA must first assign them to student tests. For detailed instructions on

assigning MTAS Score Entry users to students, refer to the [MTAS Score Entry User Guide for District Assessment Coordinators and Assessment Administrators](#) (PearsonAccess Next > Resources & Training > User Guides).

## LCI Data and Entering MTAS Scores

LCI data must be entered before MTAS scores. Refer to the [MTAS Score Entry User Guide for Test Administrators](#) (PearsonAccess Next > Resources & Training > User Guides) for more information about entering LCI data and MTAS scores.

## MTAS Score Entry

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.

## Deadline for Score Entry

The deadline for entering all MTAS scores, including Science MTAS, is May 4. Since districts are no longer able to unsubmit MTAS scores, staff should confirm the scores are correct before saving and submitting, especially if they are entering scores near the end of the testing window.

DACs or AAs should confirm all scores were saved and submitted correctly by using 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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## *Indicating a Test/Accountability Code in PearsonAccess Next*

A District Assessment Coordinator (DAC) or Assessment Administrator (AA) may choose to document an invalidation or refusal test code in PearsonAccess Next during the testing window rather than wait for Posttest Editing.

The Test/Accountability Code dropdown menu will not display in PearsonAccess Next until approximately 15 minutes after a test has been submitted (MCA and MTAS) or marked complete (MCA only). See the [MCA Online Testing User Guide](#) and the [MTAS Score Entry User Guide for District Assessment Coordinators and Assessment Administrators](#) (PearsonAccess Next > Resources & Training > User Guides) for detailed instructions.

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# ***Student Precode and Testing***

## **Manually Adding a Record in Test WES**

If students are not appearing in PearsonAccess Next for online testing or data entry because the previous district has not dropped them in MARSS or updated MARSS data will not be submitted prior to testing, a manual record can be added in Test WES Precode Student Eligibility. Detailed instructions on adding and deleting manual records start on page 12 of the [Test WES Precode User Guide 2017–18](#) (MDE website > Districts, Schools and Educators > Business and Finance > Data Submissions > Test WES).

## **New Students Testing after Moving**

If a student moves to a new school or district and the test has already been started, the student’s test will NOT automatically move. See detailed instructions in scenarios 27–29 of the [Online Testing Situations or Misadministrations](#) (PearsonAccess Next > Resources & Training > Policies and Procedures).

## **MARSS Submissions and Changes**

May 2 is the final date that MARSS can be submitted for the Reading and Mathematics MCA and Reading, Mathematics, and Science MTAS testing window. Students can be manually added in Precode Student Eligibility on May 3, if needed.

For Science MCA, MARSS cannot be submitted from May 3–6, but students can be manually added in Precode Student Eligibility as needed. May 9 is the final date that MARSS can be submitted for the Science MCA, and May 10 is the last day students can be manually added in Test WES.

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# ***Operational Reports in PearsonAccess Next***

For MCA, the following operational reports (under Reports > Operational Reports) are available in PearsonAccess Next to help staff in monitoring testing progress. Verify the MCA 2018 test administration is selected in the black bar at the top of the page.

- Students & Registrations
  - Student Registration Summary
  - Students Assigned to Test but not Added to a Test Session
  - Students with Test Assignments but have not Completed
- Online Testing
  - Session List
  - Session Roster
  - Students Currently Testing Online
  - Student Tests that are Ready and Unlocked

- Online Student Tests Marked Test Complete
- Student Tests with a Test/Accountability Code

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

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## ***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 all materials are received by the deadline, please contact your schools to request that all materials be located and returned in a timely manner, either to the district for return or directly to Pearson. All materials must be shipped no later than May 14.

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](#).

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## ***Feedback Surveys***

### **DAC Surveys**

The DAC surveys will be open until May 1. If you have not done so already, please set aside some of your valuable time to complete these surveys. 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; participants have taken an average of 9 minutes to complete this survey.
- The [District Assessment Coordinator Survey on MDE Reporting](#) focuses on MDE results; participants have taken an average of 7 minutes to complete this survey.

### **Test Monitor Survey**

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; participants have taken an average of 5 minutes to complete this survey. The survey for Test Monitors will be open until May 8.

For Test Monitors in your district that do not have a role in PearsonAccess Next (because they only actively monitor test sessions), please forward them the link to the [Minnesota Department of Education's Spring 2018 Feedback Survey for Test Monitors](#).

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## ***Job Opening: Science Assessment Specialist***

The Division of Statewide Testing has an opening in the area of science assessment. This position exists to provide direction, leadership, coordination, and consultation to the Statewide Testing team and service to school districts to facilitate the science assessment and serve as the state expert and primary resource for K–12 science assessment.

For more information and to apply, refer to the [Science Assessment Specialist; Job Opening ID: 23158](#) (mn.gov/careers > Search for Jobs > Search for Jobs Now > [enter job ID: 23158]), or call 651-259-3637 for assistance with navigating the Minnesota Careers website.

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## ***Upcoming Opportunities***

### **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](mailto:holly.pope@state.mn.us) or 651-582-8563. **The target date for securing a location is April 27.**

### **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.	<a href="#">Select this link to register for the May 15 session in Mankato.</a>
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.	<a href="#">Select this link to register for the May 16 session in St. Cloud.</a>
Radisson Hotel Minneapolis/St. Paul North 2540 North Cleveland Ave. Salon D Roseville, MN 55113	Thursday, May 17 9 a.m.–3 p.m.	<a href="#">Select this link to register for the May 17 session in Roseville.</a>

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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](http://education.state.mn.us) > Districts, Schools and Educators > Statewide Testing

If you have any questions or want to unsubscribe, please send an email to [mde.testing@state.mn.us](mailto:mde.testing@state.mn.us)