

AN UPDATE FROM STATEWIDE TESTING—MAY 1, 2019

QUICK LINKS	IMPORTANT DATES
<ul style="list-style-type: none"> • Testing Windows Closing Soon • Data Entry in PearsonAccess Next • Indicating Test Codes in PearsonAccess Next • Confirmations in Test WES • Posttest Editing Training for New DACs • May Q&A Webinar for New DACs: Save the Date • DAC Feedback Survey • Refusal Guide and Form Being Updated for 2019–20 • WIDA Secure Portal Changes • Advisory Panelists Needed • Employment Opportunity in Statewide Testing (repeat) • Upcoming Opportunities 	<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> <p>May 20: Posttest Editing opens in Test WES</p> <p>May 20: Retrieve early student-level results for ACCESS and Alternate ACCESS in Test WES</p>

Testing Windows Closing Soon

Online Testing and Data Entry Deadlines

May 3 is the close of the testing window for Reading and Mathematics MCA and all MTAS subjects, **including Science MTAS**. All online testing must be completed by 5 p.m. this Friday, May 3. All student responses in paper MCA test books and scores from MTAS must be entered online by 7 p.m. this Friday, May 3.

May 10 is the close of the testing window for Science MCA. All online testing for Science MCA must be completed by 5 p.m. on May 10. All student responses in paper Science MCA large print or braille test books must be entered online by 7 p.m. on May 10.

Manually Adding Students and Updating Information in Test WES

Tomorrow, May 2, is the last date to manually add students in Test WES and is also the final date to indicate accommodation/linguistic support codes for Reading and Mathematics MCA and make test assignment changes in Test WES.

Today is the final date MARSS can be submitted for the Reading and Mathematics MCA and Reading, Mathematics, and Science MTAS testing window.

Note: For Science MCA, MARSS cannot be submitted on May 2–3, but students can be manually added in Precode Student Eligibility as needed. May 8 is the final date MARSS can be submitted for the Science MCA, and May 9 is the last day students can be manually added in Test WES for Science MCA.

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Data Entry in PearsonAccess Next

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. **Do not return paper materials before entering student responses (from MCA paper test books) and scores (for MTAS).**

The number of requests for late score entries have increased over the past few years, and it is important that DACs ensure student responses and scores are entered during the testing windows by verifying the On-Demand Reports in PearsonAccess Next (under Reports > On-Demand Reports) for students eligible for a Data Entry session or assigned the MTAS. On-Demand Reports are available within 60 minutes after data entry is completed.

For more detailed information about entering data and verifying scores, see the [MCA Data Entry User Guide](#) and the [MTAS Data Entry User Guide](#) (PearsonAccess Next > Resources & Training > User Guides).

Note: If responses and scores are not entered during the testing windows, there is a \$125 fee for late score entry requests.

MTAS Administration Reminders

It is important that staff confirm they entered a score for each task before submitting. For reading, the staff entering scores must indicate how the student accessed the reading passages. While tasks may be left blank if they were not able to be administered to students, most students should have scores entered for all tasks.

Be sure to verify all expected MTAS scores have been entered by using the On-Demand Reports in PearsonAccess Next (under Reports > On-Demand Reports); a report showing Not Complete (NC) for a student that took the MTAS means there was not a score submitted for each task for that student. If MTAS scores were entered incorrectly, you must contact Pearson at 888-817-8659 or [submit a Pearson help desk request](#) to have the test reset, so the scores can be entered correctly.

Districts can assign student tests to MTAS Score Entry users as needed in PearsonAccess Next. If a DAC or Assessment Administrator (AA) will enter MTAS scores, they should not be assigned the MTAS Score Entry role, as they can enter scores for any student. All user roles can enter LCI data without being assigned student tests.

Returning Secure Test Materials

After student responses from MCA test books and MTAS scores are entered online, all secure test materials must be returned to Pearson via UPS by May 13.

For more information, refer to [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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Indicating Test Codes in PearsonAccess Next

Districts that plan to indicate test codes in PearsonAccess Next need to do so by the end of the testing windows.

- The final day to indicate test codes in PearsonAccess Next for Reading and Mathematics MCA and all MTAS subjects is May 3.
- The final day to indicate test codes in PearsonAccess Next for Science MCA is May 10.

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 during the testing window rather than waiting for Posttest Editing. 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).

The codes REF-P, REF-S, and ME can only be indicated for students who have **not** completed any test items; codes of INV-D, INV-O, and INV-S can only be indicated for students who **have completed** at least one test item.

Some districts have had questions about indicating a test code for a student who answered at least one test item and then refused to finish the test, or their parent submitted a refusal form after the student started testing. A refusal code is not allowed since the student already started the test, and an invalidation code is not appropriate for these cases; the student's test should be marked complete and will be scored as is.

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Confirmations in Test WES

Districts use the District Confirmations page in Test WES to confirm the following statements.

- 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.

Though many districts have already completed this confirmation, for districts who have not, **the deadline for checking the box next to these confirmations in Test WES is May 3.**

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.

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Posttest Editing Training for New DACs

Posttest Editing in Test WES will be available May 20–June 7. Posttest Editing is an important window that gives districts the opportunity to update assessment records, correct demographic errors (e.g., wrong MARSS number or birth date), and enter test/accountability codes as needed, with help from the MARSS Coordinator or others familiar with the students.

The Posttest Editing Training will be held on May 21 from 2–4 p.m. This webinar will provide detailed information on tasks that DACs need to complete during Posttest Editing in Test WES. This training is intended for new DACs who have been in the position for fewer than three years, but any DAC may attend for a refresher. The [Test WES Posttest Editing User Guide](#) has been updated for 2018–19 and is available for districts to use as they prepare for Posttest Editing (MDE website > Districts, Schools and Educators > Business and Finance > Data Submissions > Test WES).

- [Register for the Posttest Editing webinar.](#)
- Phone Number: 206-596-0378
- Access Code: 801 997 158

Note: The May New DAC Q&A Webinar is being held prior to this webinar so attendees for this webinar may join only 10 minutes in advance (1:50–2 p.m.).

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May Q&A Webinar for New DACs: Save the Date

The May Q&A webinar will precede the Posttest Editing Training, and will be held on Tuesday, May 21, from 1–2 p.m. Registration information will be provided in an upcoming *Assessment Update*. This webinar will focus on entering reimbursement requests into the Graduation Requirements Records (GRR) system. The prerequisites are to review the following:

- The [Graduation Requirements Records \(GRR\) User Guide](#) (MDE website > Districts, Schools and Educators > Business and Finance > Data Submissions > Graduation Requirements (GRR))

- The recorded *MDE Graduation Requirements Records (GRR) Training* on the District Assessment Coordinator tab of the [Training Management System \(TMS\)](#), under the MDE Recorded Webinars category (PearsonAccess Next > Resources & Training > Training)

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DAC Feedback Survey

The *Spring 2019 District Assessment Coordinator Feedback Survey* closes this Friday, May 3. Thanks to all DACs that have already provided feedback. If you have not yet provided feedback, we would appreciate your participation.

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Refusal Guide and Form Being Updated for 2019–20

The *Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing* form is being updated for the 2019–20 school year. As soon as the updated version is available, an announcement will be made in the *Assessment Update* with a link to the webpage it is posted. Districts must post the complete, three-page form on the district website and include it in the district's student handbook.

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WIDA Secure Portal Changes

As a follow-up to the redesign of the WIDA public website, WIDA is preparing to make some changes to enhance usability and security of the WIDA Secure Portal; these will take effect on June 10 and are outlined below:

- Accounts that have been inactive for three years will be deleted.
- When users log in to the WIDA Secure Portal, they will be prompted to update their username to their work email.

Contact WIDA Client Services at help@wida.us or 866-276-7735 with any questions.

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Advisory Panelists Needed

MDE needs qualified teachers and community members to serve on MCA advisory panels. Each advisory panel member plays an important role in developing quality tests for Minnesota's students. Please forward this information to staff in the district or to community members who may be interested in advisory panel meetings.

During the school year, a school is reimbursed for substitute costs for a teacher serving on a panel. Retired teachers and non-teachers (or teachers participating on non-contract days) receive an honorarium. During the summer, school employees not under contract receive the honorarium. All participants are reimbursed within guidelines for travel and meals (and lodging, if necessary).

For more information about advisory panels and to submit or update your information to the Advisory Panel Registry, view the [Advisory Panels webpage](#) (MDE website > Districts, Schools and Educators > Teaching and Learning > Statewide Testing > Register for Advisory Panels). While teachers comprise the bulk of the advisory panel participants, bias review panels need a wide variety of community members.

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Employment Opportunity in Statewide Testing (repeat)

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 Statewide Testing, 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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Upcoming Opportunities

DAC Feedback Sessions: Registration

MDE and Pearson will host meetings for DACs at three locations 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
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. 5 th 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

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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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