

AN UPDATE FROM STATEWIDE TESTING – MAY 16, 2018

QUICK LINKS	IMPORTANT DATES
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Late Score Entries for MCA and MTAS

If student responses in MCA paper accommodated test books or score data for MTAS were not entered during the testing window, districts can use the *Request for Late Score Entry Form* from page 199 of the [Procedures Manual](#) (PearsonAccess Next > Resources & Training > Policies and Procedures) for this process.

Pearson will accept requests for late score entries until Oct. 22; however, Pearson must receive all *Request for Late Score Entry Forms* and related materials (e.g., MTAS Data Collection Forms, paper accommodated test books with student responses) **no later than 5 p.m. on Wednesday, May 23**, to ensure the late score entry can be completed in time for Posttest Editing.

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Secure Test Materials Deadline

All secure MCA and MTAS test materials that are required to be returned to Pearson should have already been shipped to Pearson via UPS. If you still have these secure test materials at your district, contact the Pearson help desk at 888-817-8659 or [submit a Pearson help desk request](#).

Materials that require secure disposal, including student testing tickets, scratch paper, and MTAS Response Option Cards, should no longer be in the district. If you still have these secure test materials, please securely dispose of them as soon as possible.

A Missing Barcode Report is now available for download in PearsonAccess Next under Published Reports which will include any secure test materials for MCA and MTAS that have not been returned to Pearson. The report will be updated nightly through the end of May as materials are received and scanned, and then weekly until Oct. 1. For more information, refer to [Viewing Shipment Information and Ordering Additional Materials](#) (PearsonAccess Next > Resources & Training > User Guides).

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Posttest Editing Information

Posttest Editing 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 attached *Posttest Editing User Guide* will soon be available on the [Test WES page](#) (MDE website > Districts, Schools and Educators > Business and Finance > Data Submissions > Test WES).

Important Dates for Posttest Editing 2018

Posttest Editing is available from May 21–June 8. See the following table for other important dates during the Posttest Editing window and more information on the Posttest Editing pilot below.

Date	Description
May 21	Posttest Editing opens in Test WES.
May 29	Data loaded into Posttest Editing for: <ul style="list-style-type: none"><li data-bbox="402 1436 1446 1507">• Late score entry requests for Reading and Mathematics MCA (requested May 7–16) and Science MCA (requested May 14–16)<li data-bbox="402 1518 1435 1589">• Late score entry requests for Reading, Mathematics, and Science MTAS (requested May 7–16)
June 4	Data loaded into Posttest Editing for late score entry requests for all MCA and MTAS tests (requested May 17–23)

Date	Description
June 6	Final date to submit MARSS data to resolve MARSS discrepancies for Posttest Editing and accountability. If your district uses a student information service provider, the final date to submit MARSS may be earlier.
June 8	Posttest Editing closes.

Posttest Editing Pilot

This spring, MDE is conducting a pilot to determine if districts are able to complete Posttest Editing in Test WES in two weeks versus the current three week window. Depending on results of the pilot, the Reading and Mathematics MCA testing window may end one week later, starting with the spring 2019 test administration.

MDE is encouraging ALL districts to attempt to complete their Posttest Editing in the first two weeks (May 21– June 1), using 9 of the 14 days to complete all Posttest Editing tasks. However, if you are not able to complete all Posttest Editing tasks in the first two weeks, you will still have the third week to complete your tasks. A survey will be sent to all District Assessment Coordinators to provide feedback on the pilot.

The pilot this spring is voluntary; however, MDE will be making a decision about shortening the Posttest Editing window based on results of the pilot and the decision will need to be followed by all districts. MDE encourages all districts to participate so that feedback on feasibility is provided by all.

Note: As the Posttest Editing Pilot will affect MARSS Coordinators, please inform your district’s MARSS Coordinator on this pilot.

Changes Due to New Accountability System

With the transition to the new accountability system under the Every Student Succeeds Act (ESSA), references to accountability measures and data used only for accountability calculations have been removed from Posttest Editing, including the following:

- The Adequate Yearly Progress (AYP) Participation Projection Report and references to AYP and Annual Measurable Achievement Objectives (AMAO) on Posttest Editing screens and reports
- Student demographic information, like prior year English learner and special education indicators, free and reduced price meals indicator, ethnicity, and Oct. 1 status
- Discrepancies for missing prior year valid scores
- Indications for Foreign Exchange, New-to-Country, and Significant Gap in Enrollment
 - Foreign Exchange: If foreign exchange students did not participate in MCA or MTAS, no discrepancy appears if State Aid Category is indicated correctly in MARSS as a test is not expected. If foreign exchange students do test, they will not be included in test results summary

information; districts no longer have the choice of whether to include them during Posttest Editing.

- New-to-Country, now referred to as Recently Arrived English Learners (RAEL): students identified as RAEL are required to participate in all subjects of the standards-based accountability assessments during their first year of enrollment, including reading. Districts identify RAEL students in the Student Support Data Collection System.
- Significant Gap in Enrollment: this data is not collected in Test WES or indicated by districts.

As needed, any questions related to accountability calculations should be sent to mde.analytics@state.mn.us.

NEW for 2017–18

- For the ACCESS test group, when a test record is missing one or more domains, the report code will be NC (not complete). These records with missing domains will NOT appear as a discrepancy on the Dashboard or as an error of “No Record Found.” The user guide contains instructions for how to search for these records and verify if further action is needed.
- When a blank assessment is added for the ACCESS test group, the report code will default to NA (not attempted) like the Reading/Mathematics and Science test groups. In the past, the report code defaulted to ABS (absent).
- With the change in valid score rules this year, the test/accountability codes for invalidations (INV-D, INV-S, and INV-O) cannot be added to blank assessments; these records will have a report code of NA (not attempted). Invalidation codes can only be added to tests that have been attempted, meaning a report code of VS (valid score) or NC (not complete).
- With the removal of accountability information, the number of available reports in Posttest Editing has been reduced to the following: enrollments without assessments, all posttest discrepancies, and changed records. These reports have been revised to open in Excel or text format.

Student Data Privacy Reminder

If districts have questions about specific students, please remember that multiple pieces of student demographic information (e.g., name or DOB) should never be emailed to MDE; this includes screenshots of MDE systems or attached files with student information. In general, providing the MARSS number alone is sufficient. If more information is needed, there is an option to upload a file for MDE in Test WES under File Transfer > File Exchange.

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Early Student-Level Results for ACCESS and Alternate ACCESS

Early student-level results for the ACCESS and Alternate ACCESS for ELLs will be available starting on May 21 in Test WES. These early student-level results will be accessed from the Test WES Dashboard under File Transfer.

Early results are not final accountability results and can change based on edits made during Posttest Editing. Depending on the district's policy, student-level data can be shared with teachers, students, and parents for instructional and informational purposes with the understanding that the scores are preliminary.

Please note that the early results file is not updated as changes are made; it is a static file.

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Graduation Requirements Records (GRR) Entries

If you administered the college entrance exam (ACT or SAT) and have received student results, you may begin entering requests for reimbursements in the Graduation Requirements Records (GRR) system for students who have not previously been reimbursed for a college entrance exam.

Eligibility for Reimbursement

Beginning in 2017–18, Minnesota Statutes, section 120B.30, subdivision 1e, changed the reimbursement of college entrance exams:

- Districts will be reimbursed for students eligible for a free or reduced-priced meal (FRP).
- Districts may also be reimbursed on a prorated basis (if necessary) for students that are unable to pay for the exam according to district-defined criteria.

Refer to Chapter 2 of the [Procedures Manual for the Minnesota Assessments](#) (PearsonAccess Next > Resources & Training > Policies and Procedures) for more information.

Entering Reimbursement Requests

To ensure that reimbursements are only provided for students that completed testing, districts can only request reimbursement after results are received from ACT or College Board. All reimbursement requests for school year 2017–18 must be entered no later than Sept. 14 with a tested date prior to Sept. 1.

- For students identified as FRP in MARSS: reimbursement requests can be entered manually or via a file upload.
- For students determined by the district as unable to pay: reimbursement requests can **only** be entered manually. A manual entry ensures only students who have been determined as eligible are entered and a district is not overpaid if they upload all tested students.

For more details, refer to the [Graduation Requirements Records \(GRR\) User Guide](#) (MDE website > Districts, Schools and Educators > Business and Finance > Data Submissions > Graduation Requirements (GRR)).

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Student Support Data Collection (SSDC) Information

MDE will collect information from the following identification information systems via the SSDC on June 1:

- Recently Arrived English Learners (RAEL) data collection (New-to-country is no longer indicated in Posttest Editing in Test WES)
- Students with Limited or Interrupted Formal Education (SLIFE) data collection
- Immigrant data collection (for purposes of the Immigrant grant)
- Active Duty Parent (ADP) data collection

Only students identified in the SSDC by June 1, 2018 will be included for reporting, funding, and accountability purposes for the 2017–18 school year. Students will appear in each identification system with recent error-free MARSS submissions. Only approved SSDC Coordinators will be able to access the secure student system to identify students. More information on the SSDC system can be found on the [Student Support Data Collection system](#) (MDE > Districts, Schools and Educators > Business and Finance > Data Submissions > Student Support Data Collection).

Beginning in 2018, districts are being asked to submit information about which students have had a parent on active duty in the U.S. military (excluding the National Guard) in the past year. All districts are expected to report ADP status for students in tested grades.

For questions about the immigrant children and youth identification, please contact Michael Bowlus at 651-582-8254 or at michael.bowlus@state.mn.us.

For general SSDC questions or questions about SLIFE or RAEL identification, please contact Michelle Niska at 651-582-8323 or at michelle.niska@state.mn.us.

For questions about Active Duty Parent identification, please contact Michael Diedrich at 651-582-8332 or at michael.diedrich@state.mn.us.

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Removal of Growth Secure Reports

As Minnesota transitions to the new accountability system under ESSA, the Growth Detail Download and Growth Summary Download will both be removed from [Assessment Secure Reports](#) (MDE website > Data Center > Secure Reports) on June 25. Growth z-scores will be included in the new Academic Achievement and Progress roster download provided to districts in August. Please make sure you have downloaded all information your district would like to retain from the Growth Detail Download and Growth Summary Download prior to June 25. If you have questions about this transition, please email mde.essa@state.mn.us.

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Updated Contact Information for Minnesota State

For a table of Placement Score Ranges and information on how Minnesota State uses MCA scores, go to [Minnesota State's website](#) (minnstate.edu > System Office Divisions > Academic and Student Affairs > Student Affairs > Academic Readiness > how MCAs are used). Contact Pakou Yang, System Director for P-20 and College Readiness, at Minnesota State at pakou.yang@minnstate.edu with any questions.

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Upcoming Opportunities

New DAC Q&A Webinar

The May Q&A webinar for New DACs will precede the Posttest Editing Training, and will be on May 22 from 1–2 p.m. This webinar will focus on Posttest Editing and the Graduation Requirements Records (GRR) system.

- [Register for the New DAC Q&A here.](#)
 - Phone Number: 206-596-0378
 - Access Code: 805 311 228
- [Submit questions via this link.](#)

The prerequisites are to read the following:

- Pages 28 and 176–177 of the [Procedures Manual](#) (PearsonAccess Next > Resources & Training > Policies and Procedures)
- The [Graduation Requirements Records \(GRR\) User Guide](#) (MDE website > Districts, Schools and Educators > Business and Finance > Data Submissions > Graduation Requirements (GRR))

Posttest Editing Training for New DACs

The Posttest Editing Training will be held on May 22 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 DACs may attend for a refresher.

- [Register for the Posttest Editing webinar here.](#)
- Phone Number: 206-596-0378
- Access Code: 808 111 647

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

Educator Data Training and Focus Groups

Similar to last fall, Holly Pope will be traveling around the state conducting a FREE full-day training and focus group for the new teacher website (Testing 1, 2, 3). Although the website will not be fully completed, the demo site will be ready for feedback. In addition, Pearson will be joining MDE at the workshop to gather feedback on the redesign of the Benchmark Reports. Additional topics include a presentation of the Minnesota Report Card and the various reports generated with MCA data (Benchmark Reports, ISRs, and rosters).

Registration will be limited to the first 10 classroom teachers and first 10 non-classroom educators. Please reference the schedule below to see where the training and focus groups will be conducted in your region.

Training City	Date	Link to Register
Roseville	Tuesday, June 12	Register for the workshop at the Radisson in Roseville.
Marshall	Wednesday, June 13	Register for the Southwest West Central Service Cooperative workshop.
North Mankato	Thursday, June 14	Register for the South Central Service Cooperative workshop.
Rochester	Friday, June 15	Register for the Southeast Service Cooperative workshop.
Sartell	Monday, June 18	Register for the Resource Training and Solutions workshop.
Staples	Tuesday, June 19	Register for the National Joint Powers Alliance workshop.
Fergus Falls	Wednesday, June 20	Register for the Lakes Country Service Cooperative workshop.
Thief River Falls	Thursday, June 21	Register for the Northwest Service Cooperative workshop.
Hermantown	Friday, June 22	Email Holly Pope to register for the workshop at Hermantown High School.

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Odds and Ends

- **PearsonAccess Next Survey:** On May 11, Pearson emailed a survey to all staff with a PearsonAccess Next user account. The survey is tailored by user role; please encourage participation in your district. The survey will take 5 to 10 minutes to complete and will close on June 1.
- **Parent/Guardian Refusal Form:** The updated [Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing Form](#) (MDE website > Students and Families > Programs and Initiatives > Statewide Testing) is now available. Districts must post the complete, three-page form on the district website and include it in the district's student handbook.
- **Minnesota Report Card for ACCESS Results:** The Minnesota Report Card is currently reporting the old ACCESS proficiency definition (composite 5 and no domain below 4) instead of the new one (composite 4.5 with at least 3 domains above 3.5). MDE IT staff is working on a fix to this issue, and a future *Assessment Update* will inform you when it has been resolved. Districts should use the District & School Student Results (DSR & SSR) for accurate information.

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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

If you have any questions or want to unsubscribe, please send an email to mde.testing@state.mn.us