

AN UPDATE FROM STATEWIDE TESTING – MAY 2, 2018

QUICK LINKS	IMPORTANT DATES
<ul style="list-style-type: none"> • Deadlines for MCA and MTAS Testing and Data Entry • Returning Secure Test Materials • Posttest Editing in Test WES • Graduation Requirements Records (GRR) Entries • New DAC Q&A Webinar • Minnesota State’s Use of High School MCA Scores • Early Student-Level Results for ACCESS and Alternate ACCESS • Advisory Panelists Needed • WIDA Survey for Districts • Job Opening: Science Assessment Specialist (updated) • Upcoming 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> <p>May 14: Deadline to ship all paper materials for MCA and MTAS to Pearson</p> <p>May 21: Posttest Editing opens in Test WES</p> <p>May 21: Early student-level results for ACCESS available in Test WES</p>

Deadlines for MCA and MTAS Testing and Data Entry

Online Testing and Data Entry Deadlines

May 4 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. on May 4. All student responses in paper accommodated MCA test materials, scores from MTAS must be entered online by 7 p.m. on May 4.

For MTAS, since districts are no longer able to unsubmit scores entered, staff should confirm the scores are correct before saving and submitting, especially if they are entering scores near the end of the testing window. Users with the DAC or Assessment Administrator (AA) user role should confirm all scores were saved and submitted correctly by using the On-Demand Reports.

May 11 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 11. All student responses in paper accommodated Science MCA test materials must be entered online by 7 p.m. on May 11.

PearsonAccess Next Deadlines

Tomorrow, May 3, is the deadline to place additional orders in PearsonAccess Next for Reading and Mathematics MCA paper accommodated test materials or MTAS test materials. **Materials must be ordered by noon on May 3** in order to arrive in time for test administration. If assistance with additional orders is needed, contact the Pearson help desk at 888-817-8659.

Manually Adding Students and Updating Information in Test WES

May 3 is the last date to manually add students in Test WES and is also the final date to indicate reading and mathematics accommodation/linguistic codes and make test assignment changes in Test WES.

Today, May 2, 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 from May 3–6, but students can be manually added in Precode Student Eligibility as needed. May 9 is the final date MARSS can be submitted for the Science MCA, and May 10 is the last day students can be manually added in Test WES for Science MCA.

Late Score Entries

If student responses from MCA accommodated test books or MTAS score data are not entered by the close of the testing window, there is a \$125 fee (for up to 10 students) to have Pearson complete the late score entry. Depending on when the request is made, late score entry requests might not be processed in time for districts to verify the records during Posttest Editing or be included in accountability calculations.

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Returning Secure Test Materials

Secure test materials must be returned to Pearson via UPS by May 14. There are a few items that can be securely disposed of at the district. For more information, refer to [Returning Secure Test Materials](#) (PearsonAccess Next > Resources & Training > Policies and Procedures). Contact Pearson at 888-817-8659 or [submit a Pearson help desk request](#) with questions.

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Posttest Editing in Test WES

Posttest Editing in Test WES will be available May 21–June 8. 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. School-level users like School Assessment Coordinators can also complete Posttest Editing for the schools to which they have access.

Access to Test WES

It is important that the Identified Official with Authority (IOwA) in each district ensures that all staff who will work in Posttest Editing are authorized to access Test WES. [View step-by-step instructions on how to request access to an application](#) (MDE website > Districts, Schools and Educators > Business and Finance > Data Submissions > Access an Application).

Posttest Editing Training

Posttest Editing training will provide detailed information on tasks that DACs need to complete during Posttest Editing in Test WES. This training is intended for new DACs, but experienced DACs are welcome to attend as well. The Posttest Editing training will be on Tuesday, May 22, from 2–4 p.m., and registration information will be provided in an upcoming *Assessment Update*.

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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). To be eligible, the reimbursement request must be entered into GRR and the student must have been identified in MARSS as FRP sometime during the 2017–18 school year.
- Districts may also be reimbursed on a prorated basis (if necessary) for students that are unable to pay for the exam. Legislation did not provide criteria for unable to pay, so districts must determine the criteria for unable to pay and enter those requests into GRR. MDE will not know what funds will be available until reimbursements are made for students qualifying for free and reduced-priced meals.

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, district 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.

An updated [Graduation Requirements Records \(GRR\) User Guide](#) (MDE website > Districts, Schools and Educators > Business and Finance > Data Submissions > Graduation Requirements (GRR)) is available with detailed instructions for entering reimbursement requests.

Reimbursement Reports

While reimbursements requests may be entered, the reimbursement reports in GRR are not yet available; their availability will be communicated in an *Assessment Update* this summer. These reports will be used to confirm which records will be reimbursed (or to see the reason a record will not be reimbursed) and review the estimated amounts that will be received by the district.

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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. Registration information will be provided in an upcoming *Assessment Update*. This webinar will focus on Posttest Editing and the Graduation Requirements Records (GRR) system. 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))

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Minnesota State's Use of High School MCA Scores

A student's high school Mathematics or Reading MCA score could potentially save them time and money by exempting them from non-credit bearing remedial courses at Minnesota State Colleges and Universities. For a table of Placement Score Ranges and information on how MCA scores are used, go to [Minnesota State's website](#) (minnstate.edu > System Office Divisions > Academic and Student Affairs > Student Affairs > Academic Readiness > how MCAs are used). Contact Minnesota State at 800-456-8519 with any questions.

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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. The first tab in the download will contain the column label definitions, the second tab will contain the ACCESS results, and the third tab will contain Alternate ACCESS results.

The purpose of early results is to allow districts to make decisions for instruction. Early results are not final accountability results and can change based on edits made during Posttest Editing. Please note that the early results file is not updated as changes are made; it is a static file that is posted on May 21.

Depending on the district's policy, student-level data can be shared with students and parents with the understanding that the scores are preliminary.

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Advisory Panelists Needed

MDE needs qualified teachers and community members to serve on MCA advisory panels. Each advisory panel 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.

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. If you are not a teacher but are interested in serving on a bias review panel, enter "0" for questions that relate to teaching.

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WIDA Survey for Districts

WIDA created an [ACCESS & WIDA Screener Survey 2017–18](#) for district-level users that focuses on administering ACCESS for ELLs 2.0, Alternate ACCESS for ELLs, and WIDA Screener. The survey is estimated to take 5 minutes or less. The deadline to complete this survey is June 15.

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Job Opening: Science Assessment Specialist (updated)

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.

Update: The Minnesota Careers website will be unavailable this weekend, so the deadline for applying has been extended to May 10.

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Upcoming Opportunities

District Feedback Meetings

MDE and Pearson will host district feedback meetings for DACs and other district-level staff who work with test administration. Like last year, MDE and Pearson will use these feedback sessions to gather input on resources and systems as we plan for next year. MDE will also provide some data from the surveys and ask for some follow-up feedback. The following are a list of topics we will be asking for feedback on during the sessions:

- Student and Test Monitor Resources
- Accommodations and Linguistic Supports
- Trainings, Courses, and Tracking Completion
- Test Scheduling and Administration
- Test Security
- Test WES Options
- PearsonAccess Next System
- Pearson and MDE Reporting
- ACCESS Inter-Rater Reliability

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 meeting will begin 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.

Location	Date/Time	Registration Link
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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Odds and Ends

- Feedback Survey for Test Monitors:** The survey for Test Monitors will be open until May 8. 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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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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