DEPARTMENT OF EDUCATION

Assessment Update

QUICK LINKS	IMPORTANT DATES
- Posttest Editing Information - Student Results Labels for MCA and MTAS - Early Student-Level Results for ACCESS and Alternate ACCESS - Sharing Preliminary Results with School Officials - TestNav Information for 2018 MCA Administration - Updating DAC Assignments in MDE-ORG - Data and Research Analyst Job Opening at MDE - SLEDS Research and Data Committee - A+ Education Conference - Upcoming Opportunities - Odds and Ends	*May 21–June 8:* Posttest Editing window in Test WES *June 25:* Embargoed final math, reading, and science DSR and SSR files available

Posttest Editing Information

Posttest Editing is now open, and districts have the opportunity to update assessment records, correct demographic errors, and enter test/accountability codes as needed. The updated *Test WES Posttest Editing User Guide 2017–18* (MDE website > Districts, Schools and Educators > Business and Finance > Data Submissions > Test WES) is now available.

Posttest Editing Pilot

This spring, MDE is conducting a pilot to determine if districts are able to complete Posttest Editing 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 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 of this pilot.

Deadline for Late Score Entries for MCA and MTAS

To ensure a late score entry is included in Posttest Editing and reporting, districts must submit the late score entry form and appropriate materials to Pearson no later than **5 p.m. today, May 23**. There is a $125 fee for late score entry requests for up to 10 students. The *Request for Late Score Entry Form* can be found on page 199 of the *Procedures Manual* (PearsonAccess Next > Resources & Training > Policies and Procedures).

Creating Blank Assessments to Indicate Test/Accountability Codes

To indicate a test/accountability code (e.g., medical excuse or parent refusal), use the Add Blank Assessment function to create a blank record to which a test/accountability code can be added. For step-by-step instructions, see page 27 of the *Posttest Editing User Guide*.

Before adding any blank assessments, verify that you have already resolved all assessment errors or likely matches. Resolving those discrepancies may remove the need to create a blank assessment. Similarly, ensure you have tried to match any assessments to existing enrollment records.

Providing Student Information to MDE

If a district has a question about a specific student or situation, sending an email to mde.testing@state.mn.us with the MARSS number alone is sufficient.

If more information is needed or a document containing private student data needs to be shared, there is an option to upload a file in Test WES under File Transfer > File Exchange. Step-by-step directions can be found in Test WES under Help > File Exchange.

Postsecondary Enrollment Options (PSEO) Students

Full-time PSEO students are not required to test (unless they were present when testing took place). If full-time PSEO students did not test, there will not be a discrepancy in Posttest Editing if PSEO is indicated correctly in MARSS. There is also no code to indicate PSEO in Posttest Editing.

In some special cases, however, districts pay the college directly, which creates a discrepancy in Posttest Editing if the student did not test. In these cases, districts submit a File Exchange in Test WES with the required information. See page 26 of the *Posttest Editing User Guide* for full details of what to include in your file.

Student Results Labels for MCA and MTAS

Use the Student Results Labels section on the District Options page in Test WES to indicate if your district wants to receive MCA and MTAS student results labels with the shipment of the Individual Student Results (ISRs). By default, student results labels will **not** be provided. If your district wants to receive these labels, this must be changed no later than **Friday, May 25**.

Early Student-Level Results for ACCESS and Alternate ACCESS

Early student-level results for the ACCESS and Alternate ACCESS for ELLs are now available in Test WES. These early student-level results are accessed from the Test WES Dashboard under File Transfer.

Early results are not final accountability results. 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 a static file and is **not** updated as changes are made during Posttest Editing.

Sharing Preliminary Results with School Officials

MDE has revised the following policy on sharing preliminary and embargoed data with other school officials, including school board members. Note that this information is different from the policy about sharing data published in Chapter 10 of the *Procedures Manual* on pages 192–193, but the other guidelines in Chapter 10 are still applicable.

Note: Charter schools can share results with charter school authorizers under a FERPA exception, as noted in the *Procedures Manual*, but this sharing now includes preliminary and final embargoed assessment results as well.

Only those school officials who have a legitimate educational interest in the assessment results should have access to preliminary or embargoed final assessment results in any form, including summary results.

- Preliminary assessment results are the student-level on-demand results available shortly after testing, which are considered preliminary because they may change before final assessment results are available.
- Final embargoed assessments results are final assessment results that have not yet been released publicly, like District and School Student Results (DSR and SSR) files and Test Results Summary information.

Schools should limit the number of individuals who have access to preliminary results or final embargoed assessment results, and must collect and retain data privacy and nondisclosure agreements for all school officials who have access to assessment results in any form; these agreements must be kept on file for two years

after the end of the academic school year in which testing took place. Such data privacy and nondisclosure agreements are developed by districts and include confirmation that the individual will not share preliminary or embargoed assessment results prior to public release. Currently, MDE's *Assurance of Test Security and Non-Disclosure* cannot be used for this purpose as it does not include information about the use of embargoed data.

If preliminary or embargoed results will be shared, they cannot be discussed in public forums, posted online, or reflected in public meeting minutes until the embargo has ended.

Note: Individually-identifying student results should not be shared publicly at any point as required under FERPA regulations. Student-level results should only be shared with school officials with a legitimate educational interest or others who are permitted by the Minnesota Government Data Practices Act or FERPA to access private educational data.

For a full list of important dates for the release of embargoed and official results, see the Important Dates document (PearsonAccess Next > Resources & Training > Policies and Procedures).

Back to Top

TestNav Information for 2018 MCA Administration

The week of May 14, MDE and Pearson hosted feedback sessions in Mankato, St. Cloud, and St. Paul. Pearson shared the following information regarding the TestNav online administration.

- More than 1 million tests were administered in Minnesota.
- MCA 2018 counts by subject:

  - Reading: 450,611
  - Mathematics: 445,337
  - Science: 190,547

- MCA 2018 device usage breakdown:

  - Chromebooks: 49%
  - Windows desktop/laptop: 21%
  - Mac desktop/laptop: 15%
  - iPads: 15%
  - Other: < 1%

Back to Top

Updating DAC Assignments in MDE-ORG

As MDE or Pearson may need to contact your district this summer, please ensure that the DAC contact information is current in the MDE-ORG system (MDE website > Data Center > Schools and Organizations (MDE-ORG) > Enter MDE-ORG site to get started). If the primary DAC is not available this summer, please add an Alternate DAC who will be available.

All contact information in MDE-ORG is updated and maintained by the district's Site Verification Coordinator (SVC). You can look up the SVC for your district in MDE-ORG. If the SVC has any questions about the process, they can contact mde.school-verify@state.mn.us.

Back to Top

Data and Research Analyst Job Opening at MDE

MDE is hiring a data and research analyst to work on the following tasks:

- Manage, develop, and implement data and reporting options related to MDE data for use in agency-wide decision making.
- In collaboration with district curriculum/administration staff and MDE content specialists, develop processes for aligning data-driven decision making options with policy initiatives.
- Provide consultation and data analysis for state policy makers and local school districts on MDE research initiatives and program evaluation studies.

Use this link to view full details and to apply, or visit the Minnesota Careers website (mn.gov/mmb/careers) and search for job ID 23675.

Back to Top

SLEDS Research and Data Committee

The SLEDS Research and Data Committee is seeking additional K–12 members. The Committee is comprised of members from K–12, Postsecondary, and Workforce sectors. The group meets six times per year for two hours, generally on the first Thursday afternoon in July, October, December, February, April, and June.

The main duties of committee members are as follows:

- Provide feedback on research requests and make recommendations for approval to the Executive Committee.
- Review communications products and new reports posted on the SLEDS mobile analytics site.
- Participate in discussions about data sources, P20W policies, and IT work.

If you work for a school or district and would be interested in participating, please email Kara Arzamendia at kara.arzamendia@state.mn.us.

Back to Top

A+ Education Conference

GTS Education Events will host the A+ Education Conference on Aug. 9 at the St. Paul Rivercentre. This is an all-day event focused on transforming systems and practice through the relevant use of assessment. Topics will

include implementing ESSA with the new accountability indicators, building effective learning cultures, and promoting equity to meet the needs of all students. Registration is now open (www.mngts.org/aplus). Group discounts are available; early bird pricing is available through May 31.

Upcoming Opportunities

Educator Data Training and Focus Groups

MDE will conduct free 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. Registration will be limited to the first 10 classroom teachers and first 10 non-classroom educators. Please use the table below to register.

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	Register for the Hermantown workshop.

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.
- **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.
- **MDE and Pearson Closed**: MDE and the Pearson help desk will be closed on Monday, May 28, in observance of Memorial Day.

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