

AN UPDATE FROM STATEWIDE TESTING—MAY 29, 2019

QUICK LINKS	IMPORTANT DATES
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## Posttest Editing Reminders

The following resources are available for districts working on Posttest Editing:

- [Test WES Posttest Editing User Guide 2018–19](#) (MDE website > Districts, Schools and Educators > Business and Finance > Data Submissions > Test WES)
- A recording of the MDE New DAC Posttest Editing Training, which is posted in the [Training Management System \(TMS\)](#) on the District Assessment Coordinator tab, in MDE Recorded Webinars category (PearsonAccess Next > Resources & Training > Training)

## Creating Blank Assessments to Indicate Test Codes

To indicate a test code, use the Add Blank Assessment function to create a blank record. For step-by-step instructions, see page 28 of the [Test WES Posttest Editing User Guide](#). Before adding any blank assessments, verify that you have already resolved all assessment errors or other warnings.

## Postsecondary Enrollment Options (PSEO) Students

Full-time PSEO students are not required to test and generally will not show up as discrepancies in Test WES if indicated correctly in MARSS. In special cases in which the district pays the college directly, a discrepancy will exist in Posttest Editing for the student. In these cases, districts submit a file via File Exchange in Test WES with

the required information to indicate PSEO. See page 27 of the [Test WES Posttest Editing User Guide](#) for full details.

Note: Be sure to clearly state the required information indicated in the bulleted list in the user guide when submitting your file.

## Confirming Inactive Records are Correct for ACCESS

In the case where a record is missing one or more domains for ACCESS, the report code will be NC (not complete). These are not necessarily discrepancies in Posttest Editing, and districts often notice these by seeing no composite score on the early student-level results. If the student did not participate in the missing domain, you can indicate the reason by changing the test code for the applicable domain(s).

If the student did participate in the missing domain, then the records were not merged by DRC because student information on the two records did not match. Test WES may have been able to match (but not merge) the records; in such cases, districts can confirm the scores will be merged by ensuring that the demographic information matches on both the active and inactive records. More information starts on page 35 of the [Test WES Posttest Editing User Guide](#).

## District Confirmation

Once you complete Posttest Editing, confirm it on the District Confirmation page in Test WES:

- You must complete this confirmation if there were no edits needed for your district.
- You may also complete this confirmation to let MDE know that all posttest editing has been completed for your district.

Note: The District Confirmations page is on the left-hand column on the Dashboard under Pretest Edit.

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## *TestNav Information from the District Feedback Meetings*

The week of May 13, MDE and Pearson held feedback meetings in Mankato, St. Cloud, and the metro. The following information was shared at the meetings. Thank you to all who attended and provided valuable feedback.

- More than 1 million tests were administered in Minnesota.
- MCA 2019 counts by subject:
  - Reading: 451,744
  - Mathematics: 445,064
  - Science: 190,160

- MCA 2019 device usage breakdown:
  - iPads: 42%
  - Chromebooks: 38%
  - Mac desktop/laptop: 13%
  - Windows desktop/laptop: 7%
  - Other: < 1%

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## ***New DAC Q&A Webinar***

The June Q&A Webinar for New DACs will be on Tuesday, June 11, from 2–3 p.m., and will focus on reporting and the District and School Student Results (DSR/SSR) files.

- [Register for the New DAC Q&A.](#)
  - Phone Number: 206-596-0378
  - Access Code: 803 520 783
- [Submit questions via this link.](#)

The prerequisites for the webinar are to read Chapter 10 of the [Procedures Manual](#) (PearsonAccess Next > Resources & Training > Policies and Procedures) and view the *Introduction to the District and School Student Results (DSR and SSR) Files* training in the [Training Management System \(TMS\)](#), on the Data and Reporting tab (PearsonAccess Next > Resources & Training > Training).

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## ***Sharing Preliminary Results***

It is up to the district to determine whether or not to share preliminary or embargoed assessment data with students, families, and staff for instructional purposes; however, preliminary or embargoed results cannot be discussed in public forums, reflected in public meeting minutes (e.g., school board meetings), or shared with the general public or media until the final assessment results have been released publicly.

### **Data Privacy**

Only those who have a legitimate educational interest in the assessment results should have access to preliminary assessment results or embargoed final assessment and accountability results in any form, including summary results. This includes classroom teachers, school/district staff, and school board members, or other school officials.

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. Districts should follow their district data privacy policies for district and school staff access to preliminary and embargoed results.

Districts need to develop a process for school board members or other school officials who have not completed a data privacy agreement. Districts may use or adapt the *Sample Nondisclosure Agreement for Sharing Assessment and Accountability Results* on page 207 of the [Procedures Manual](#) as needed (PearsonAccess Next > Resources & Training > Policies and Procedures). These agreements must be kept on file for two years after the end of the academic school year in which testing took place.

## Important Reminders

If preliminary or embargoed assessment data will be shared, it cannot be discussed in public forums, posted online, or reflected in public meeting minutes until the embargo has ended on Aug. 29. Be sure to remind building principals and any other staff that have access to preliminary data of this policy regarding sharing preliminary or embargoed data.

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 those who have a legitimate educational interest or others who are permitted by the Minnesota Government Data Practices Act or FERPA to access private educational data.

For more information see Chapter 10 of the [Procedures Manual](#) (PearsonAccess Next > Resources & Training > Policies and Procedures).

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## Updating DAC Assignments in MDE-ORG

As MDE or Pearson may need to contact districts 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)). 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 the [MDE-ORG system](#). If the SVC has any questions about the process, they can contact [mde.school-verify@state.mn.us](mailto:mde.school-verify@state.mn.us).

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## ***Summer Advisory Panelists Needed***

As summer approaches, MDE needs qualified teachers for the MCA advisory panels. Summer is a great time for teachers to participate in an additional professional development opportunity; additionally, stipends and travel reimbursements are available.

Please send information about this opportunity and the link to the [Advisory Panels webpage](#) to staff who may be interested (MDE website > Districts, Schools and Educators > Teaching and Learning > Statewide Testing > Register for Advisory Panels).

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## ***Surveys Closing May 31***

On May 10, Pearson emailed a survey to all staff with a PearsonAccess Next user account. The survey is tailored by user role. Staff members with multiple PearsonAccess Next user roles received separate surveys. Please encourage staff members in your district to complete the survey(s). The survey will take 5–10 minutes to complete.

MDE sent an email to DACs on April 18 (and a reminder on May 21) with a request to send a survey to grade 3 teachers. If this is applicable for you (i.e., you are a DAC and there are grade 3 teachers in your district), consider sending, or resending, the survey link. MDE is seeking feedback from grade 3 teachers regarding student testing resources.

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## ***Tech Update***

### **TestNav Support Policy Update**

In an effort to better prepare districts for annual technology purchase planning for the 2019–20 online testing administration, Pearson plans to adopt a support policy that gives more advanced notice of support changes. This policy aligns TestNav system requirements with manufacturer-supported operating systems and devices.

Manufacturer development cycles vary and release details are often vague until close to release dates. As a result, Pearson's policy requires referencing manufacturer policies. Annually, Pearson will match support for operating systems and devices that manufacturers support each July 15.

### **Support Changes for 2019–20 and Beyond**

Support is **ending** for the operating system (OS) and browser versions below by the indicated time frame.

## 2019–20 School Year

OS Versions:

- iOS 11.4.1 and below
- macOS 10.11 and below
- Chrome OS 73 and below
- Linux Fedora

Browser versions (used only for item samplers and tutorials):

- Chrome 73 and below
- Firefox 62 and below
- Safari 11.x and below

## 2020–21 School Year

- Windows 7 and 8.1

Note: Pearson may further update the list for 2020–21 as the school year approaches.

Refer to the [TestNav System Requirements](#) page for *TestNav Support Updates* and full requirements, including supported devices, operating systems, and browsers (PearsonAccess Next > TestNav 8 Online Support [under Quick Links] > TestNav System Requirements).

Contact the Pearson help desk at 888-817-8659 or [submit a Pearson help desk request](#) with any questions.

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STATEWIDE TESTING: MEASURING EDUCATIONAL PROGRESS IN MINNESOTA

Minnesota Department of Education

[education.mn.gov](http://education.mn.gov) > Districts, Schools and Educators > Teaching and Learning > Statewide Testing

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