mn DEPARTMENT OF EDUCATION

Assessment Update

QUICK LINKS	IMPORTANT DATES
• Science Testing Window Closes Friday • Late Score Entries for MCA and MTAS • Returning Secure Test Materials • PearsonAccess Next Survey • Refusal Guide and Form Updated for 2019–20 • Entering Reimbursement Requests in GRR • Registration for the New DAC Webinar • Posttest Editing Training for New DACs • Upcoming Opportunities	*May 10: Last day of the testing window for Science MCA* *May 13: Last day to ship secure paper test materials for MCA and MTAS to Pearson* *May 20: Posttest Editing opens in Test WES* *May 20: Retrieve early student-level results for ACCESS and Alternate ACCESS in Test WES*

Science Testing Window Closes Friday

Online Testing and Data Entry Deadlines

This Friday, 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 9, is the last date to manually add students in Test WES and is also the final date to indicate accommodation/linguistic support codes for Science MCA in Test WES. Today is the final date MARSS can be submitted for Science MCA.

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Late Score Entries for MCA and MTAS

If student responses in MCA paper accommodated test books or scores for MTAS were not entered during the testing window, districts can contact Pearson to arrange for a late score entry. There is a $125 fee for late score

entry for up to 10 students after the close of the applicable test window. See the *Request for Late Score Entry Form* on page 201 of the [*Procedures Manual*](#) for instructions regarding the return of late score entry materials (PearsonAccess Next > Resources & Training > Policies and Procedures).

Pearson must receive all Request for Late Score Entry Forms and **related testing materials** (e.g., MTAS Data Collection Forms, paper test books with student responses) **no later than 5 p.m. on Wednesday, May 22**, to ensure the late score entry can be completed.

Requests for a late score entry received after May 22 will not be entered in time for districts to verify the records during Posttest Editing, be included in accountability calculations, and there will be no Individual Student Report (ISR) produced for these students. Pearson will continue to accept and enter late score requests until Oct. 16, 2019.

Identifying Late Score Entries and Test Materials

It is important that the need for a late score entry request is identified as early as possible (e.g., by verifying with school staff, checking that all students have scores in On-Demand Reports).

- If you have not returned test materials, it is important that test materials related to late score entry requests be shipped directly to the Minnesota Program Team (2510 North Dodge Street, Iowa City, IA 52245).

- Materials that have already been shipped back by the district using the normal UPS return process are sent to Pearson's warehouse. If you have already sent materials to Pearson's warehouse, it is important that you request a late score entry as soon as possible. The Pearson Minnesota Program Team will work with warehouse staff to identify and gather these materials; however, there is no guarantee the materials will be located and entered in time for Posttest Editing.

Late Score Entries in Posttest Editing

The table below provides the dates when data entered through the late score entry process will be available in Posttest Editing. There are no additional data loads in Posttest Editing for ACCESS and Alternate ACCESS.

DATE AVAILABLE IN POSTTEST EDITING	READING AND MATHEMATICS MCA	SCIENCE MCA	ALL SUBJECTS MTAS
Wednesday, May 29	Late score entry requested May 6–15	Late score entry requested May 13–15	Late score entry requested May 6–15
Tuesday, June 4	Late score entry requested May 16–22	Late score entry requested May 16–22	Late score entry requested May 16–22

Returning Secure Test Materials

All secure test materials must be shipped 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.

Note: If you have any late score entry requests submitted to Pearson, you will send those related materials directly to the Minnesota Program Team. See previous article for the address and additional information.

PearsonAccess Next Survey

In order to receive feedback to improve systems and resources, Pearson will be emailing a PearsonAccess Next survey to all staff with a PearsonAccess Next user account on Friday, May 10. The survey will be tailored by user role: District Assessment Coordinator, Assessment Administrator, Technology Staff, Test Monitor/Data Entry, and MTAS Score Entry. Please share this information in your district as needed. The survey will take 5–10 minutes to complete and will close on May 31.

Refusal Guide and Form Updated for 2019–20

The updated *Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing* is now available on the MDE website. Districts should use the updated form for the 2019–20 school year. Districts must post the complete, three-page form on the district website and include it in the district's student handbook.

Entering Reimbursement Requests in GRR

If your district administered a 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 eligible students (MDE website > Districts, Schools and Educators > Business and Finance > Data Submissions > Graduation Requirements (GRR)). If a district has not previously received reimbursement for a student, the following criteria applies to reimbursement requests for 2018–19.

- Districts will be reimbursed for students eligible for a free/reduced-priced meal (FRP) who are entered into GRR.

- Districts may also be reimbursed on a prorated basis (if necessary) for students that are unable to pay for the exam. Districts must determine the criteria for unable to pay and enter those requests into GRR.

More information is in the *Graduation Requirements Records (GRR) User Guide* (MDE website > Districts, Schools and Educators > Business and Finance > Data Submissions > Graduation Requirements (GRR)) and in the *MDE Graduation Requirements Records (GRR) Training* posted in the Training Management System (TMS) on the District Assessment Coordinator tab, under the MDE Recorded Webinars category (PearsonAccess Next > Resources & Training > Training).

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Registration for the New DAC Webinar

The May Q&A webinar will precede the Posttest Editing Training, and will be held on Tuesday, May 21, from 1–2 p.m. This webinar will focus on entering reimbursement requests into the Graduation Requirements Records (GRR) system.

The prerequisites are to review the *Graduation Requirements Records (GRR) User Guide* and watch the recorded *MDE Graduation Requirements Records (GRR) Training* available in the Training Management System (TMS) on the District Assessment Coordinator tab, under the MDE Recorded Webinars category.

- Register for the New DAC Q&A here.
    o Phone Number: 206-596-0378
    o Access Code: 801 176 028
- Submit questions via this link.

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Posttest Editing Training for New DACs

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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Upcoming Opportunities

DAC Feedback Sessions: Registration

Next week, 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. 5th 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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