

## AN UPDATE FROM STATEWIDE TESTING – MAY 9, 2018

QUICK LINKS	IMPORTANT DATES
<ul style="list-style-type: none"> <li>• <a href="#">Deadlines for Science MCA Testing Window</a></li> <li>• <a href="#">Late Score Entries for MCA and MTAS</a></li> <li>• <a href="#">Returning Secure Test Materials</a></li> <li>• <a href="#">Updated Parent/Guardian Refusal Form</a></li> <li>• <a href="#">May New DAC Q&amp;A Webinar</a></li> <li>• <a href="#">Posttest Editing Training for New DACs</a></li> <li>• <a href="#">PearsonAccess Next Survey</a></li> <li>• <a href="#">Upcoming Opportunities</a></li> <li>• <a href="#">Odds and Ends</a></li> </ul>	<p><b>May 11:</b> Last day of the testing window for Science MCA</p> <p><b>May 14:</b> Deadline to ship all paper materials for MCA and MTAS to Pearson</p> <p><b>May 21:</b> Posttest Editing opens in Test WES</p> <p><b>May 21:</b> Early student-level results for ACCESS available in Test WES</p>

## Deadlines for Science MCA Testing Window

### Online Testing and Data Entry Deadlines

The testing window for Science MCA closes on Friday, May 11. 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.

### Manually Adding Students and Updating Information in Test WES

Newly enrolled students in the district who still need to take the Science MCA can be manually added in Test WES Precode Student Eligibility through tomorrow, May 10, to ensure they are loaded for testing or data entry.

Tomorrow, May 10, is also the final date to indicate accommodation and linguistic support codes for Science MCA to ensure the changes will be loaded to PearsonAccess Next before the end of the testing window.

### Additional Orders Deadline

Tomorrow, May 10, is the deadline to place additional orders in PearsonAccess Next for any paper accommodated Science MCA test materials. **Materials must be ordered by noon on May 10** 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.

## 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 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 199 of the [Procedures Manual](#) (PearsonAccess Next > Resources & Training > Policies and Procedures) for instructions regarding the return of late score entry materials.

Pearson will continue to accept requests for late score entries until Oct. 22; however, requests made after May 23 will not be entered in time for districts to verify the records during Posttest Editing, nor will the records be included in accountability calculations. 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.

The table below provides the dates when data entered through the late score entry process will be available in Posttest Editing. The table also includes late score entry dates for Science MCA, though these requests would not begin until May 14, following the close of the testing window. There are no additional data loads in Posttest Editing for ACCESS and Alternate ACCESS.

Date Test Data is Available in Posttest Editing for Late Score Entry	Reading and Mathematics MCA	Science MCA	Reading, Mathematics, and Science MTAS
Tuesday, May 29	Late score entry requested May 7–16	Late score entry requested May 14–16	Late score entry requested May 7–16
Monday, June 4	Late score entry requested May 17–23	Late score entry requested May 17–23	Late score entry requested May 17–23

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## Returning Secure Test Materials

Secure test materials must be returned to Pearson via UPS by **Monday, May 14**. For more information, refer to [Returning Secure Test Materials](#) (PearsonAccess Next > Resources & Training > User Guides). Contact Pearson at 888-817-8659 or [submit a Pearson help desk request](#) with questions.

There are a few items that can be securely disposed of at the district, including student testing tickets, scratch paper, and MTAS Response Option Cards. **The secure disposal must be completed no more than 48 hours after the close of the testing window.**

Beginning May 14, a Missing Barcode Report will be 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. It will be available to view through Nov. 1. For more information, refer to [Viewing Shipment Information and Ordering Additional Materials](#) (PearsonAccess Next > Resources & Training > User Guides).

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## ***Updated Parent/Guardian Refusal Form***

The *Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing Form* has been revised for the upcoming school year. The revisions are to help clarify based on calls received by MDE. The form [will be posted to [Statewide Testing page](#) (MDE website > Students and Families > Programs and Initiatives > Statewide Testing.)] As a reminder, districts must post the complete, 3-page form on the district website and include it in the district's student handbook.

Note: For the requirement to post the form to the district website, posting only a link to the student handbook is not sufficient; the full 3-page form must be posted separately on the district's website.

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## ***May 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))

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## ***Posttest Editing Training for New DACs***

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.

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 10 minutes in advance (1:50–2 p.m.)

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## ***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 11. 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 to 10 minutes to complete and will close on June 1.

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## ***Upcoming Opportunities***

### **District Feedback Meetings – Deadline to Register**

MDE and Pearson will host district feedback meetings for DACs and other district-level staff who work with test administration. Please register for an in-person session using the links in the table below. **This is the last week to register for the district feedback sessions; registration has been extended to Friday, May 11.**

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 spend some time sharing the feedback from the DAC surveys and the Test Monitor survey (which had over 1900 responses).

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.	<a href="#">Select this link to register for the May 15 session in Mankato.</a>
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.	<a href="#">Select this link to register for the May 16 session in St. Cloud.</a>
Radisson Hotel Minneapolis/St. Paul North 2540 North Cleveland Ave. Salon D Roseville, MN 55113	Thursday, May 17 9 a.m.–3 p.m.	<a href="#">Select this link to register for the May 17 session in Roseville.</a>

### 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	<a href="#">Email Holly Pope to register for the workshop at the Radisson (2540 Cleveland Avenue, Roseville, MN 55113).</a>
Marshall	Wednesday, June 13	<a href="#">Register for the Southwest West Central Service Cooperative workshop.</a>
North Mankato	Thursday, June 14	<a href="#">Register for the South Central Service Cooperative workshop.</a>
Rochester	Friday, June 15	<a href="#">Register for the Southeast Service Cooperative workshop.</a>

Training City	Date	Link to Register
Sartell	Monday, June 18	<a href="#">Register for the Resource Training and Solutions workshop.</a>
Staples	Tuesday, June 19	<a href="#">Register for the National Joint Powers Alliance workshop.</a>
Fergus Falls	Wednesday, June 20	<a href="#">Register for the Lakes Country Service Cooperative workshop.</a>
Thief River Falls	Thursday, June 21	<a href="#">Register for the Northwest Service Cooperative workshop.</a>
Hermantown	Friday, June 22	<a href="#">Email Holly Pope to register for the workshop at Hermantown High School.</a>

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## Odds and Ends

- **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. This survey will close on June 15.
- **Science Assessment Specialist Job Opening:** Tomorrow, May 10, is the deadline to apply for the science assessment specialist job in Statewide Testing. 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.
- **Attachment:** *Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing Form* [will be posted to [Statewide Testing page](#) (MDE website > Students and Families > Programs and Initiatives > Statewide Testing.)]

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STATEWIDE TESTING: MEASURING EDUCATIONAL PROGRESS IN MINNESOTA

Minnesota Department of Education

[education.state.mn.us](http://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](mailto:mde.testing@state.mn.us)