AN UPDATE FROM STATEWIDE TESTING – JUNE 20, 2018

QUICK LINKS	IMPORTANT DATES
- Embargoed Student Results Release - Sharing Embargoed Results with School Officials - Removal of Growth Secure Reports - Decision on Posttest Editing and Testing Windows - Early Student-Level Results for ACCESS/Alternate ACCESS - Odds and Ends - Tech Update	*June 25:* Embargoed District and School Student Results (DSR/SSR) files available

Embargoed Student Results Release

Embargoed final *District and School Student Results (DSR & SSR)* files for the 2018 administrations of the MCA/MTAS and ACCESS/Alternate ACCESS will be available Monday, June 25, in Secure Reports (MDE website > Data Center > Secure Reports).

Embargoed Results

The results in the DSR and SSR files will be under embargo until the public release on Aug. 30. During the embargo, districts can use final assessment results to prepare for questions from the media and local stakeholders. They may share the results with district teachers and staff, but they may not share the results publicly. Since school board members, charter school authorizers, and contractors are not part of the school's administrative staff, additional steps must be taken if districts want to share embargoed results with these school officials. See the *Sharing Embargoed Results with School Officials* article below for more information and clarification.

Use of Confidential Student Information

Schools should only share student data on a limited basis within the district or charter school. The aim is to serve students well, while protecting their rights and privacy. If a school plans to share information about all students with all teachers in the school, it must justify that all teachers have a legitimate educational interest in knowing individual information for all students. Districts should not use this method simply as a convenience for staff.

Late Returns and Late Score Entries

Any late returns (for ACCESS/Alternate ACCESS) or late score entries (for MCA/MTAS) that were not available in Test WES during Posttest Editing will not be included in the DSR and SSR files. These scores will be added later this fall and will not be available for the embargoed release on June 25 or the public release on Aug. 30.

Additional Resources

The following resources are available to support districts with using and understanding the results:

- The *Important Dates for 2017–18* (PearsonAccess Next > Resources & Training > Policies and Procedures) provides a timeline for the release of results.
- Chapter 10 of the *Procedures Manual* (PearsonAccess Next > Resources & Training > Policies and Procedures) provides guidelines for using the data.
- DSR and SSR Resources:
    - The *2017–18 District and School Student Results (DSR and SSR) User Guide* (MDE website > Districts, Schools and Educators > Business and Finance > Data Submissions > Assessment Secure Reports) provides information about the content and file format of the DSR and SSR.
    - The *Introduction to the District and School Student Results (DSR and SSR) Files* (PearsonAccess Next > Resources & Training > Training) in the Training Management System (TMS), on the Data and Reporting page, provides an on-demand training module that overviews the DSR and SSR.

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Sharing Embargoed Results with School Officials

MDE has revised the following policy on sharing preliminary and embargoed data with school officials who are not part of the school's administrative staff: school board members and charter school authorizers. Recently, MDE added contractors hired by the district in the definition of "school officials" if they meet the following:

- They perform an institutional service or function for which the agency or institution would otherwise use employees;
- They are under the direct control of the agency or institution with respect to the use and maintenance of education records; and
- They are bound by FERPA requirements not to re-disclose personally identifiable information from an education record to any other party without the prior consent of the parent or eligible student, and will use it only for the purposes for which the disclosure was made.

Note that this information about sharing with school officials is different from the policy about sharing data published in Chapter 10 of the *Procedures Manual* on pages 192–193; all other guidelines in Chapter 10 are still applicable.

Non-Disclosure Agreements

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

Schools should limit the number of individuals who have access to final embargoed assessment results, and must collect and retain data privacy and non-disclosure agreements for all additional 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 non-disclosure agreements are developed by districts and include confirmation that the individual will not share 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.

Note: The requirement for a data privacy and non-disclosure agreement is specific to school officials and not all district and school staff. Districts should follow their district data privacy policies for district and school staff who have access to embargoed results.

Abiding by the Embargo

If 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, and 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.

Removal of Growth Secure Reports

As Minnesota transitions to the new accountability system under ESSA, the Growth Detail Download and Growth Summary Download will both be removed from Assessment Secure Reports (MDE website > Data Center > Secure Reports) on June 25. Growth z-scores will be included in the new Academic Roster provided to districts in August. Please make sure you have downloaded all information your district would like to retain from the Growth Detail Download and Growth Summary Report and Download prior to June 25. If you have questions about this transition, please email mde.essa@state.mn.us.

Decision on Posttest Editing and Testing Windows

Based on district feedback from the Posttest Editing Pilot (to see if it was feasible to complete Posttest Editing in two weeks), MDE has determined **not** to shorten the Posttest Editing window. Posttest Editing will maintain its current three-week format in order to provide all districts ample time to complete the required edits. This also means that the testing window will not shift one week later. The test dates in the 2018–19 Testing Calendar are

final (MDE website > Districts, Schools and Educators > Teaching and Learning > Statewide Testing > Minnesota Tests); MDE will post an updated version of this calendar with the "draft" language removed.

Early Student-Level Results for ACCESS/Alternate ACCESS

Early student level results for ACCESS and Alternate ACCESS for ELLs will only be available for download in Test WES until June 25. The embargoed DSR and SSR files released on June 25 will include final results for ACCESS and Alternate ACCESS. Districts may have a need to reference the preliminary results after the final results release (e.g., for a student whose score was invalidated due to not being indicated as EL in MARSS). District must download and save the Early Student-Level Results by June 25 if they want access to the data.

Odds and Ends

- **Reports in GRR**: Districts use the Graduation Requirements Records (GRR) system (MDE website > Districts, Schools and Educators > Business and Finance > Data Submissions > Graduation Requirements (GRR)) to request reimbursement for eligible students who take a college entrance exam. Later this summer, reimbursement reports will be available for districts to use in confirming their requests. Note that the reports currently available in the GRR system are for the 2017 reimbursement requests.

Tech Update

MCA Spring 2019 Online Testing Planning

As districts plan for the 2018–19 testing administrations, use the TestNav System Requirements page for full system requirements (PearsonAccess Next > TestNav 8 Online Support (under Quick Links) > TestNav System Requirements) or visit the Technology page (PearsonAccess Next > Technology) for Additional Resources.