

AN UPDATE FROM STATEWIDE TESTING – JUNE 6, 2018

QUICK LINKS	IMPORTANT DATES
<ul style="list-style-type: none"> • Posttest Editing Pilot Feedback Needed • Posttest Editing: Final Reminders • DAC Feedback Needed: Benchmark Report Redesign • New DAC Q&A Webinar • Accountability Results: Overview of Appeals Process • Removal of Growth Secure Reports • MDE Site Visits • Secure Materials: Missing Barcode Report • DAC Assignments in MDE-ORG • Emails from MDE for Advisory Panels • Upcoming Opportunities • Odds and Ends • Tech Update 	<p>May 21–June 8: Posttest Editing window in Test WES</p> <p>June 25: Embargoed final math, reading, and science DSR and SSR files available</p>

Posttest Editing Pilot Feedback Needed

MDE has developed a survey for districts to provide feedback on whether or not they were able to complete Posttest Editing in the first two weeks of the three week window. Please provide feedback after your district is completely done with Posttest Editing. Providing feedback is voluntary; however, MDE will be making a decision about shortening the Posttest Editing window to two weeks based on results of the feedback, and all districts will need to follow the decision.

Please complete the [Posttest Editing Pilot District Feedback survey](#) by June 15.

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Posttest Editing: Final Reminders

Today, June 6, is the last day to submit a MARSS file to MDE for Posttest Editing. After today, assessment records may still be edited, but any discrepancies that require a MARSS update cannot be resolved. **All Posttest Editing work must be completed by 5 p.m. on Friday, June 8.**

Indicating EL in MARSS

For English learners to be eligible to take the ACCESS or Alternate ACCESS, they must be indicated as EL in MARSS. If a student took the assessment but their enrollment record indicates they are not EL, the report code will be set to INV (Invalid) when published. **If these students are ELs, you must update their enrollment record in MARSS today.**

Late Score Entries Loaded to Test WES

Any late score entries for MCA or MTAS requests made by May 23 are now available in Posttest Editing in Test WES. Any late score entry requests made after May 23 will not be loaded in Test WES or included in the releases of final assessment data this summer.

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 can also complete this confirmation to let MDE know that Posttest Editing is final.

Note: The District Confirmations page is under Pretest Edit on the Dashboard.

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DAC Feedback Needed: Benchmark Report Redesign

MDE and Pearson value DAC feedback. While some initial feedback was collected at the feedback sessions, we specifically want more detailed feedback from DACs regarding the redesign of the Benchmark Reports. Please consider signing up for one of the June data training and focus group sessions that will be held across the state. See the *Educator Data Training and Focus Groups* article in the *Upcoming Opportunities* section below for more information.

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New DAC Q&A Webinar

The June Q&A Webinar for New DACs will be on Tuesday, June 19 from 2–3 p.m.

- [Register for the New DAC Q&A here.](#)
 - Phone Number: 206-596-0378
 - Access Code: 808 984 974
- [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 a forthcoming introduction to the District and School Student Results (DSR/SSR) file training, which will be posted by Wednesday, June 13, in the [Training Management System \(TMS\)](#) (PearsonAccess Next > Resources & Training > Training), on the Data and Reporting page.

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Accountability Results: Overview of Appeals Process

In early August, districts will receive preliminary information about their accountability results, including which schools—if any—will be identified for support and whether or not the district will be identified for support. Starting Aug. 8, before the results are made public, districts will have an opportunity to appeal their accountability results. Accountability staff at MDE will offer webinars during the appeals window and be available to help districts analyze data as needed.

Appeals will no longer be made through Test WES; instead, MDE will post a survey in [Secure Reports](#) (MDE website > Data Center > Secure Reports) which districts can use. Districts will be asked to provide as much evidence as possible to supporting their appeal.

There are two primary grounds for appeal:

- Unusual circumstances (e.g. a natural disaster) that caused significant disruption to the schools and students, preventing the collection of data or rendering data inaccurate.
- Calculation errors found in the preliminary results.

If you have questions about this process, please contact Michael Diedrich at michael.diedrich@state.mn.us or 651-582-8332.

See the table below for list of significant dates related to accountability data:

DATA RELEASES	DATE(S)
Appeals window for accountability	Aug. 8–17
Districts have access to final, embargoed accountability data	Aug. 27

DATA RELEASES	DATE(S)
Media receive embargoed assessment and accountability data	Aug. 29
Public release of assessment and accountability data	Aug. 30

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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.

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MDE Site Visits

During the 2018 MCA testing window, MDE conducted monitoring visits to schools across the state. Monitoring visits are designed to verify that policies and procedures related to test administration and security are being followed. They are also used to compile feedback and information to guide future test administrations. In general, policies and procedures were followed and school staff were cooperative and helpful throughout the process.

There were a few common areas identified for continued improvement. They include the following:

- Ensuring that all staff involved in any aspect of test administration, including having access to secure materials, have completed the required *Test Security Training*.
- Having a process to track which students test with which Test Monitor, including any other adults in the testing room.
- Publishing an assessment calendar on the district's website that aligns with requirements found in the *Procedures Manual*.
- Ensuring the classroom is a quality testing environment with no improper forms of assistance such as content on the wall, improper guidance from Test Monitor, or use of prohibited materials or devices.

Thank you for your continued attention and diligence to test security and proper test administration.

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Secure Materials: Missing Barcode Report

A Missing Barcode Report is available for download in PearsonAccess Next under Published Reports for districts who have (or had) missing materials. This report will include any secure test materials for MCA and MTAS that have not been returned to Pearson. If there is no report available for your district, then your district returned all secure test materials on time.

For districts that do have the report, only schools that have missing secure test materials will be included on the report. Once all missing secure test materials are received and scanned at Pearson, the school or district tab will include the message “All secure test materials have been returned.”

For more information, refer to [Viewing Shipment Information and Ordering Additional Materials](#) (PearsonAccess Next > Resources & Training > User Guides).

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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.

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Emails from MDE for Advisory Panels

Based on district feedback, some teachers across Minnesota are not receiving confirmation emails from MCA advisory panel invitations due to district email filters. MDE, in conjunction with Pearson, use the software CVENT, which specializes in meeting management, including the MCA advisory panels.

The reported issue is that the invitations for advisory panels do not always arrive in the intended recipient’s inbox. This typically happens because the district’s email server is not allowing emails from the CVENT domain. To resolve this, ask your IT department to whitelist the following CVENT IP addresses for emails:

- 198.207.147.224/27
- 204.239.0.224/27

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Upcoming Opportunities

ESSA Data and Communications Trainings

This August, the assessment results will be released, along with the first identifications of schools and districts for support under Minnesota’s new North Star accountability system. MDE staff who work with accountability, data analytics, and communications will host regional trainings focused on interpreting and communicating accountability results.

MDE asks that districts send two staff members (one with a focus on data and one with a focus on communicating with the media and the public) to a training sessions, as the sessions will include specialized training in analyzing and communicating the data. The trainings will be held the week of June 11 in Rochester, Mountain Iron, and Roseville. There will also be a webinar option for those who are unable to attend an in-person training. [Register for June ESSA Data and Communications Trainings.](#)

DATE AND TIME	LOCATION
Monday, June 11 (9:30 a.m.–12:30 p.m.)	Rochester (Southeast Service Cooperative)
Wednesday, June 13 (9:30 a.m.–12:30 p.m.)	Mountain Iron (Northeast Service Cooperative)
Thursday, June 14 (9:30 a.m.–12:30 p.m.)	Online Webinar
Friday, June 15 (9:30 a.m.–12:30 p.m.)	Roseville (MDE)

Educator Data Training and Focus Groups

MDE will conduct a 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.

TRAINING CITY	DATE	LINK TO REGISTER
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.

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Odds and Ends

- Graduation Requirements Records (GRR) Entries:** Once your district has results from administering the ACT or SAT, you may enter requests for reimbursement in the GRR system; the deadline for entering reimbursement requests is Sept. 14. Use the [Graduation Requirements Records \(GRR\) User Guide](#) (MDE website > Districts, Schools and Educators > Business and Finance > Data Submissions > Graduation Requirements (GRR)) for detailed information and directions.
- 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.

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Tech Update

MCA Spring 2019 Online Testing Planning

As districts plan for the 2018–19 testing administrations, please refer to the [TestNav System Requirements page](#) for TestNav Support Updates. Full system requirements for TestNav including supported devices, operating systems, and browsers can be found on the [TestNav 8 Support page](#) (PearsonAccess Next > TestNav 8 Online Support (under Quick Links) > TestNav System Requirements).

Current Support Updates:

- Pearson has confirmed compatibility between iOS 11.4 and TestNav and has added support for iOS 11.4.
- Testing is currently underway for Chrome OS 67.

Support Changes for School Year 2018–19 and Beyond

- Support will not be available for Chrome OS 66 by the spring of 2019 as new Chrome Operating Systems are released approximately every six weeks.
- Support is ending for browser-based TestNav (Firefox ESR 52).
- Support is ending for macOS versions 10.9 and 10.10.
- Support is ending for iOS versions 10.2 and 10.2.1.
- iPad 4s will be supported for the 2018–19 school year but will not be supported for the 2019–20 school year.
 - iOS 10.3.x is currently supported; iPad 4s support 10.3.1, 10.3.2 and 10.3.3.
 - Note: iPad 4s do not update to iOS 11 (iOS 12 will be released this fall).
- Pearson will no longer support proctor caching on Macintosh devices, including OS X 10.9, 10.10, 10.11, and macOS Sierra 10.12.

If you have any questions, please contact the Pearson help desk at 888-817-8659 or [submit a Pearson help desk request](#).

Whitelisting IP Addresses for CVENT

In order for teachers and other district staff to receive all email invitations from MDE and Pearson, including the CVENT domain, please whitelist the following CVENT IP addresses for emails:

- 198.207.147.224/27
- 204.239.0.224/27

See the *Emails from MDE for Advisory Panels* article above for more information.

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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