Assessment Update

AN UPDATE FROM STATEWIDE TESTING – JULY 11, 2018

QUICK LINKS	IMPORTANT DATES
- Minnesota Report Card Updates - Missing Test Materials - District Testing Calendars	*July 23:* Embargoed state and district assessment summary results available in Secure Reports

Minnesota Report Card Updates

Starting at 1 p.m. tomorrow, July 12, MDE will make several updates to the Minnesota Report Card affecting reports for State Assessments—MCA/MTAS and ACCESS for ELLs. While these updates are taking place, the Minnesota Report Card will be unavailable. The updates will be complete by the end of day tomorrow and will include the following changes:

- The information icon will be changed from an "i" to a "?".
- Participation data will be added to the reports.
- An accountability criteria filter will be added.
- The default setting for the reports will be changed to have the accountability criteria filter set to yes.
- Straggler assessment data will be added (i.e., assessment data updated after final results were published).
- The ACCESS proficiency rates will be fixed (see *Odds and Ends* section of the May 16 *Assessment Update* for more information).

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Missing Test Materials

MDE is currently working with service providers—Pearson for MCA/MTAS and DRC for ACCESS and Alternate ACCESS for ELLs—to collect secure test materials that have not yet been returned. Any secure materials that are not sent by the return materials deadline are considered a security risk.

MDE only requires a district to complete a Test Security Notification (TSN) for secure test materials that are not accounted for within a reasonable window after the deadline. Next week, MDE will send an email to the DAC and Superintendent/Director for instances in which a TSN is required for missing test materials. As part of the TSN, the district should provide an account for why the materials are missing and the steps taken to recover

them (e.g., security checklists documenting the chain of custody). Districts should send any remaining secure materials that are found to the appropriate service provider immediately.

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District Testing Calendar

Districts must post their testing calendar on the district website; this information may also be posted on the school-level websites if the district chooses. Districts may choose how to display the information (e.g., in a chart, in calendar format). While links to the information may be provided rather than including all of the information in one place, districts should present the information in a way that is as easy to access as possible. This is especially important for test administration dates. For example, the test administration dates for each school can be posted directly to the district's website with links to each school's website for the other testing information.

Requirements

Districts are required to have their testing calendars posted by the first day of the school year; the following requirements have not changed from last year. For more information, refer to the list that starts on page 129 of the *2017–2018 Procedures Manual* (PearsonAccess Next > Resources & Training > Policies and Procedures).

- Include information about all tests administered, not just statewide testing.
- Provide the subject matter for each assessment.
- Provide the purpose for each assessment, including the source of the requirement.
- Include the amount of time students will spend taking the assessment.
- Post the specific dates when the majority of students will be testing for each grade and subject at each school within the district. The actual test administration dates must be posted, not just the dates of the state-designated testing window. However, at the beginning of the school year, the best estimates for the dates should be included. Specific dates should be updated as changes are identified, preferably no later than two months before the testing window.
- Include the timeline and format for disseminating assessment results.

Additional Resources

MDE has finalized the dates for the 2018–19 Testing Calendar (MDE website > Districts, Schools and Educators > Teaching and Learning > Statewide Testing > Minnesota Tests).

Districts may request *MCA Testing Time Reports* from Pearson. The report contains the time each student spent on the MCA, and districts can use the report to identify trends by grade or subject across the district. DACs can contact the Pearson help desk at 888-817-8659 or submit a Pearson help desk request to request the report. Allow four to five business days from the time of the request for the report to be available.

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