



February 15, 2019

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Important Dates

Jan. 28–Mar. 22: ACCESS and Alternate ACCESS testing window opens

Mar. 4: Testing window opens for MCA and MTAS

ACCESS Testing

Each ACCESS domain (for grades 1–12) must be finished in one day. If a domain is not finished within a day, the unfinished portion will need to be submitted as an incomplete domain. Please keep this in mind during ACCESS testing, and be sure ACCESS test sessions are scheduled to provide ample time for students to finish a domain within the same day.

The only exceptions to completing an ACCESS domain within one day are in cases of illness, emergency, or technology issues that cannot be resolved by the service provider. The student may resume testing during a make-up session, but the student may not change answers to items already attempted. The Test Administrator should remind the student not to return to previously completed items.

Note: This requirement is specific to grades 1–12. It is recommended that the Kindergarten ACCESS be done in one session. If needed, the test may be separated into two sessions with no more than two consecutive school days in between the sessions.

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MCA Test Administration

Test Security Training Reminders

The *Test Security Training*, which has the *Assurance of Test Security and Non-Disclosure* embedded in the training, is required by any staff involved in any aspect of testing or handling test materials. Check with your District Assessment Coordinator about how the training is completed in your district.

MCA Training Requirements

There are two training courses for MCA Test Monitors depending on mode of testing. These courses are posted on the Test Monitor tab under the Categories column (left side of screen) in TMS.

- *Test Monitor for Online Administrations*
- *Test Monitor for Paper Administrations*

MTAS Training Requirements

There are two training courses for MTAS Test Administrators depending on years of experience. These courses are posted on the MTAS Test Administrator tab under the Categories column (left side of screen) in TMS.

- *MTAS Training for NEW Test Administrators — 1–2 years*
- *MTAS Training for EXPERIENCED Test Administrators — 3 or more years*

MCA Test Directions

[Directions for Online Administrations](#) and [Directions for Paper Administrations](#)) have been revised for 2018–19. MDE revised the wording and format of the script that is read to students to make it easier for students to understand and easier for Test Monitors to use. In addition, the script was moved to the front of the document. MDE also added a Test Monitor checklist, as well as a section giving more guidance about how to appropriately answer student questions or provide assistance to students. MDE requires that the applicable *Directions for Administrations* be used for all test administrations.

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Advisory Panelists Needed

MDE needs qualified teachers and community members to serve on MCA advisory panels. Each advisory panel member plays an important role in developing quality

tests for Minnesota’s students. Please forward this information to staff in the district or to community members who may be interested in advisory panel meetings.

For more information about advisory panels and to submit or update your information to the Advisory Panel Registry, view the [Advisory Panels webpage](#) (MDE website > Districts, Schools and Educators > Teaching and Learning > Statewide Testing > Register for Advisory Panels). While teachers comprise the bulk of the advisory panel participants, bias review panels need a wide variety of community members.

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Invitation for Minnesota Science Teachers

MDE’s science content team is looking for applicants for the *Building Capacity for Science Assessment: Science MCA-IV Item Writing Workshop*, which will take place this summer. The workshop will be a total of five days, starting with an online training on June 14 followed by in-person meetings on June 26–27 and July 15–16. Approximately 15–20 additional hours may be needed to complete the item writing assignments.

This item writer workshop is intended to train and support educators as Science MCA-IV writers using new 2019 Minnesota science standards. The workshop emphasis will be on unpacking the new standards and writing one cluster of items. In addition to providing training in assessment development and literacy, this workshop includes time for collaboration and feedback with your peers.

Please share this opportunity with anyone in your district who may be interested in the MCA-IV item writer workshop, and have them complete the [Science MCA-IV item writer workshop application](#) by March 15.

Contact [Jim Wood](#) (651-582-8541) or [Judi Iverson](#) (651-582-8651) with any questions.

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Testing Terminology: Words of the Month

- **PearsonAccess Next:** Website used for the administration of MCAs and MTAS. It contains user guides, trainings, and student resources, and is used to manage users, set up test sessions, and access results.
- **TestNav:** Pearson delivers online MCAs to students using the TestNav app. For students taking a paper accommodated MCA, staff use TestNav to enter the responses online.

Statewide Testing's Mission

To design, develop, and implement a system of assessment so Minnesota students, parents, teachers, administrators, legislators and taxpayers will have access to valid and reliable data to support and improve education in Minnesota.



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