

AN UPDATE FROM ACADEMIC STANDARDS, INSTRUCTION AND ASSESSMENT — JAN. 3, 2024

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## ***Verifying Shipping Addresses in MDE-ORG***

For MCA/MTAS, districts choose whether test materials will be shipped to the district or individual schools under District Options during Pretest Editing in Test WES. All addresses used to ship test materials will be pulled from [MDE-ORG](#), so districts must verify their shipping addresses in MDE-ORG by Jan. 19.

- The “Assessment Shipping address” is a separate field in MDE-ORG that allows districts and schools to indicate a specific address where they would like test materials shipped at both the district and school levels.
- If there is no “Assessment Shipping address” present in MDE-ORG, the “Location: Physical address” will be used; if no “Location: Physical address” exists, the “Mailing address” will be used (but updates may be required as test materials cannot be shipped to P.O. boxes).
- If the “Location: Physical address” is the correct address to ship test materials, then a separate “Assessment Shipping address” does not need to be added for the district and/or each school.

If updates are needed in MDE-ORG, the district’s Site Verification Coordinator must make changes in the [MDE District and School Site Verification system](#).

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## ***Preparing for Statewide Assessments: Selecting Test Administrators and Test Monitors***

All students must be assigned to a Test Administrator or Test Monitor who will administer the test, actively monitor the students, and maintain test security throughout test administration; refer to Chapter 3 of the [Procedures Manual](#) for Test Administrator/Test Monitor roles and responsibilities. Test Administrators and Test Monitors must complete all required trainings for their role, as specified in Chapter 7.

Only trained staff involved in testing are allowed in the room during testing. It is considered a security violation if untrained staff are monitoring statewide assessments. More information on selecting Test Administrators and Test Monitors is available in the *Procedures Manual*, starting on page 176.

Note: A parent/guardian or relative cannot be involved with their student's test administration or be in the same room during testing at any time. Relatives are defined as children, stepchildren, grandchildren, nieces, nephews, siblings, in-laws, spouses, and persons under guardianship.

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## ***January Q&A Session: Preparing for the Administration of Statewide Assessments***

MDE will host a virtual Q&A session for DACs on Jan. 16, from 2–3 p.m. that will focus on test administration and student participation. New and experienced DACs are welcome to attend. [Register for the January Q&A Session](#). Details for joining are provided once participants register.

The prerequisites for the January Q&A session are Chapter 8: Test Administration and Chapter 9: Student Participation and Student in Special Circumstances and Situations of the [Procedures Manual](#).

MDE collects questions from DACs prior to the event to help prepare and find relevant resources to share. After reading the chapters, [submit questions for the January DAC Q&A Session](#). Q&A Sessions will not be recorded nor will CEUs be provided as these are considered additional supports rather than training events.

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## ***Opportunities for MTAS Test Administrators and Special Education Staff***

Please share the following opportunities with MTAS Test Administrators and Special Education staff in your district.

## Coffee Break Series

The Academic Standards, Instruction, and Assessment Division will host a series of virtual coffee break sessions for MTAS test administrators and special education staff in a less formal setting to ask any questions around alternate assessment, share their feedback, and connect with other special education staff from across the state.

Join us for the next coffee break in the 2023–24 Alternate Assessment Coffee Break Series on Jan. 9 from 4–5 p.m. via Zoom. Please [register for the coffee break](#). This month, we will be discussing MTAS 2024 Administration highlights. Bring your questions and any feedback you have to share at this informal time focused around alternate assessment.

We will be meeting the second Tuesday of each month during the school year. You only need to register once to join any of the monthly coffee breaks that work for you. The remaining Coffee Break dates for this year are: Feb. 13, March 12, April 9, and May 14 at 4 p.m. For more information, contact [Alt.Assessment.MDE@state.mn.us](mailto:Alt.Assessment.MDE@state.mn.us).

## MTAS Administration 2024 Informational Meeting

The Academic Standards, Instruction, and Assessment Division will host informational meetings in January for MTAS Test Administrators and special education staff to hear about upcoming changes and information for this spring's administration of the MTAS. Note: This information meeting does not replace the required MTAS Test Administrator trainings that will be available on the [Learning Management System \(LMS\)](#).

Join us either Jan. 23, 10–11 a.m. or Jan. 25, 4–5 p.m. via Zoom. [Register for the Jan. 23 meeting](#) or [Register for the Jan. 25 meeting](#). A recording of the informational meeting will be available at a later date.

Contact [mde.testing@state.mn.us](mailto:mde.testing@state.mn.us) to request accommodations to participate in this event. Note: MDE requests a two-week advance notice to provide accommodations and 48-hour notice to cancel them. If the request comes within two weeks of the event, MDE will still make an effort to provide the accommodation.

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## *District Testing Calendar Reminder*

Districts are required to post a comprehensive testing calendar on the district website by Oct. 1, and must update all testing information for a specific test or tests two months before the applicable testing window opens. Verify that testing calendars for all statewide assessments (ACCESS/WIDA Alternate ACCESS and MCA/MTAS) are now up to date for schools across the district. Minor changes can continue to be made to ensure calendars are accurate.

MDE reviews testing calendars and will communicate directly with the DAC if MDE determines that their district's is not available or incomplete. Detailed information on the core requirements for district testing calendars can be found in the [Procedures Manual](#), starting on page 141.

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## ***Pearson DAC Test Administration Training***

Pearson will provide an overview of changes to its systems for all District Assessment Coordinators (DACs) on Jan. 11 from 9–11:30 a.m. [Join the Jan. 11 Pearson DAC Test Administration Training](#). Select the link to register for the training. This is an optional training.

The training will focus on changes to PearsonAccess Next, TestNav, the Learning Management System, and reporting for the MCA and MTAS 2024 administrations. A recording of the training will be posted to the [Learning Management System \(LMS\)](#) on Jan. 19 (in the DAC catalog > Pearson Trainings and Webinars tag).

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## ***Tech Update***

### **Pearson Technology Coordinator Training (Live)**

Pearson will provide a live training on Jan. 9 from 1–2:30 p.m. to support technology staff in preparation for the 2024 Minnesota Comprehensive Assessment (MCA) online test administration. [Join the Jan. 9 Technology Coordinator Training \(Live\)](#) (passcode: uM4nWf). Select the link to register for the training.

The training will review infrastructure readiness steps and resources, TestNav overview and updates, hardware and software requirements for testing devices, and troubleshooting issues. Refer to the *Upcoming Technology Trainings* document posted on the [Technology](#) page of the PearsonAccess Next website (under the Additional Technology Resources section) for more details. A recording of the training will be posted to the [Learning Management System \(LMS\)](#) on Jan. 19 (in the Test Administration catalog > Technology Coordinator learning path).

To prepare for the training, new staff can view the *New Technology Coordinator Training (1-2 years)* video training posted to the LMS for review (in the Test Administration catalog > Technology Coordinator learning path).

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**ACADEMIC STANDARDS, INSTRUCTION AND ASSESSMENT**

Minnesota Department of Education

[education.mn.gov](http://education.mn.gov) > District, Schools and Educators > Teaching and Learning > 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).