

AN UPDATE FROM ACADEMIC STANDARDS, INSTRUCTION AND ASSESSMENT — OCT. 18, 2023

QUICK LINKS

- [Seeking MTAS Field Auditor Applicants](#)
- [User Account Management in PearsonAccess Next](#)
- [Guidance for Universal Supports and Accommodations Now Available](#)
- [October Q&A Session: DAC Roles and Yearly Overview \(repeat\)](#)
- [Tech Update](#)

Seeking MTAS Field Auditor Applicants

Each year, MDE employs Field Auditors to observe MTAS administrations in selected schools around the state to help evaluate the validity and reliability of the assessment. MTAS Field Auditors serve as evidence-gatherers and their job is to obtain evidence to determine the extent to which test administration training was properly implemented, as well as the consistency of MTAS administration for students across the state. For 2023–24, MDE is looking for auditors to do between 8–10 days of work from February to May 2024.

MTAS Field Auditors must be able to travel within an approximate 100-mile radius of their home area. This year, MDE is especially seeking auditors who can serve the Twin Cities metro region.

Field auditors must have these minimum qualifications:

- Retired educator/administrator or part-time current educator/administrator, with licensure in Minnesota
- Ability to work during the typical school day
- Experience working with students with disabilities in an educational setting
- Three years of classroom experience

If you or one of your peers may be interested in learning more about this contract work, an application to become an MTAS Field Auditor as well as details on compensation, schedule and tasks can be requested by emailing alt.assessment.mde@state.mn.us.

[Back to Top](#)

User Account Management in PearsonAccess Next

District Assessment Coordinators (DACs) must annually review user accounts in the [PearsonAccess Next](#) secure site to ensure accounts are up to date. DAC and Assessment Administrator (AA) users can create, edit, delete, and enable other user accounts, as well as reset passwords, in PearsonAccess Next. User accounts can be created and maintained either manually or through a file export/import. For more information, refer to the [PearsonAccess Next User Accounts Guide](#).

Please note:

- For security purposes, passwords automatically expire every 180 days.
 - Users should follow the instructions in the auto-generated emails to reset their password or select Forgot Password on the [PearsonAccess Next](#) page of the PearsonAccess Next website.
 - DACs and AAs can reset other user passwords.
- User accounts are disabled after 365 days of inactivity.
 - Confirm user accounts are still active prior to spring testing.
 - Disabled accounts can be enabled either manually or through a file export/import in PearsonAccess Next.
 - Once enabled, users must reset their password and log in to activate their account.
 - Encourage users to reset their passwords and log in to PearsonAccess Next several days before testing to confirm they can access the site.
- User accounts are deleted after 550 days of inactivity.
 - Deleted accounts can be restored manually or through a file export/import in PearsonAccess Next.
 - Once restored, most deleted accounts need to be enabled. Note: Restoring a deleted account through a file import automatically enables the account.
 - Once restored, users must reset their password and log in to activate their account.

A high-level overview of these tasks, including a proposed timeline for user management activities, is available in the [User Account Management in PearsonAccess Next](#) infographic. Additionally, a short video training, *User Management in PearsonAccess Next*, is available in the [Learning Management System \(LMS\)](#) (DAC category > Pearson Trainings and Webinars tag). This video training goes through the process of creating, editing, deleting, enabling, and restoring accounts, both manually and through a file upload.

New for 2023–24: The [Learning Management System \(LMS\)](#) replaced the Training Management System (TMS) as the platform for district and school staff to complete required and optional trainings prior to test administration. District and school staff with a PearsonAccess Next user account are automatically loaded into the LMS as Learners. Updates to PearsonAccess Next user accounts will be loaded into the LMS the following business day. Tip: To ensure users with a PearsonAccess Next account have access to the LMS, consider creating or updating PearsonAccess Next accounts in late fall prior to when the first required trainings are posted to the LMS. For more information on LMS accounts, refer to the [Training](#) page.

Users with the District Assessment Coordinator (DAC) or Assessment Administrator (AA) role in PearsonAccess Next will be listed as Managers for their district or school in the LMS. Once a DAC or AA account is created, enabled, or restored in PearsonAccess Next, the user will be listed as a Manager the following business day in the LMS. DAC and AA users will have both a Learner and Manager options.

Contact the Pearson help desk with any questions at 888-817-8659 or [submit a Pearson help desk request online](#).

[Back to Top](#)

Guidance for Universal Supports and Accommodations Now Available

As announced in the Sept. 27 [Assessment Update](#), MDE has created a new document, *Guidance for Universal Supports and Accommodations for Minnesota Statewide Assessments*, which can be used by district and school staff who have a role in decision-making and/or test administration with universal supports and accommodations for statewide assessments. The final version of the *Guidance* document was posted to the [District Resources](#) page on Oct. 9. Note: If you downloaded an earlier version of the document, the infographic on page 18 may be missing. Refresh the webpage, as needed, to download the final version. In addition to adding the infographic in the final version, a blank page in the appendices was removed.

The *Guidance* is a companion document to Chapter 4 of the [2023–24 Procedures Manual](#). While much of the information is the same in both, having Chapter 4 and a separate *Guidance* document allows some text in each to be specifically targeted towards the distinct audience (DACs and district/school staff, respectively). MDE believes district staff will find the stand-alone resource more accessible and useful than Chapter 4 of the *Procedures Manual*.

[Back to Top](#)

October Q&A Session: DAC Roles and Yearly Overview (repeat)

MDE will host the first monthly virtual Q&A session for DACs on Oct. 24, from 2–3 p.m. New and experienced DACs are welcome to attend. Details for joining are provided once participants register. [Register for the October Q&A Session](#).

The prerequisites for this Q&A session are the following chapters of the [Procedures Manual](#):

- Chapter 2: Overview of Statewide Assessments
- Chapter 3: Roles and Responsibilities for Testing
- Chapter 5: Responsible and Ethical Practices to Maintain Test Security and Test Score Integrity

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 October DAC Q&A Session](#). Q&A Sessions will not be recorded nor will CEUs be provided as these are an additional support rather than a training event.

Tech Update

DRC iPad Secure Application Update Required for Screener and ACCESS

The newly released iPadOS 17 will require a DRC INSIGHT Secure Application update. Minnesota has been identified as having iPads in its pool of devices for ACCESS or Screener testing. The newly released iOS version 17 contains behavior that potentially affects writing responses in DRC INSIGHT. It includes an AutoFill feature that allows a student to “click and hold” in order to automatically fill contacts or passwords into the writing response area.

On the evening of Oct. 18, DRC will release a new version of the DRC INSIGHT iPad Secure Application (14.1) that will disable the iOS AutoFill feature. Additionally, on the evening of Oct. 26, DRC will force this update on iPad devices. Sites will only be able to test on iPad devices if they are running version 14.1. No other testing device type will receive an update. The issue and resolution is specific to iPad devices.

Please refer to the *Supported System Requirements for ACCESS for ELLs and Screener* for information on DRC's Operating System Support Policy. It can be found in [WIDA AMS](#) under My Applications > General Information > Documents. Contact DRC Customer Support with any questions at WIDA@DataRecognitionCorp.com or call 1-855-787-9615.

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Minnesota Department of Education

education.mn.gov > District, Schools and Educators > Teaching and Learning > Statewide Testing

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