

MCA/MTAS/ACCESS

2019-20

Training, Supports &
Accommodations

MDE Assessment Requirements

MCA or MTAS Assessment

- All public school students participate in statewide assessments
- English learners must take a standards-based accountability assessment in eligible grades: 3-8, 10 & 11

ACCESS for ELL or Alternate ACCESS for ELL

- All English learners in grades K–12 must take the ACCESS or Alternate ACCESS

Accommodations, Supports and English Learner Considerations

It is important to clarify the role of supports and accommodations in these decisions when considering how students will participate in assessments. Supports and accommodations do not change the construct intended to be measured by the assessment or the integrity of test results.

Key 2019-20 Testing Dates

ACCESS / Alt. ACCESS

- **12/13** – Testing numbers submission due
Initial* Paper Accommodations order due
- **12/18** – Initial MARSS precode loaded
- **1/18-19** – Initial Materials delivered to buildings
- **1/27** – **Test window opens**
Before testing begins:
 - All test administrator training completed
 - Accommodations defined in IEP/504 & provided to BAC and/or DAC
- **3/20** – **Test window closes**
MDE material return to DAC deadline
- **5/18** – Early student-level results available in Test WES
- **8/20** – Student reports arrive in district

* Additional ACCESS/Alt. orders can be placed between 1/17 and 3/13.
Please allow minimum of 2 business days for material delivery.

MCA / MTAS

- **1/17** – Initial** ordering deadline for MTAS & MCA accommodated materials
- **2/24** – MTAS LCI data entry opens in PearsonAccess Next
- **2/27-28** – Initial Materials delivered to buildings
- **3/2** – **Test window opens**
Before testing begins:
 - All test administrator training completed
 - Accommodations defined in IEP/504 & provided to BAC and/or DAC
- **5/1** – **Test window closes**
MCA paper and MTAS material return to DAC deadline
- **5/8** – MCA Science test window closes
- **6/24** – Final (embargoed) district/school results available
- **8/20** – Student reports arrive in district

** Additional MCA/MTAS orders can be placed between 2/27 and 4/28.
Please allow minimum of 2 business days for material delivery.

Key Definitions

- **Supports** are features or practices available for **all students** that tailor the testing experience based on student needs or preferences. Supports include online tools and accessibility features available in online assessments and general test-taking practices. The use of a support may remove the need for an accommodation, depending on the student's disability; supports may also be provided along with accommodations and linguistic supports.
- **Linguistic supports** are available for students who are identified as **English learners** in MARSS. These linguistic supports are different from the supports that are available to all students because they are specific to the needs of English learners on standards-based accountability assessments.
- **Accommodations** are changes in the way that a test is administered which reduce or eliminate the effects of a disability. Accommodations are only available to students with an **IEP or 504 plan**, and all needed accommodations are documented annually in the IEP prior to testing. Likewise, a 504 plan team should document its decision to provide an accommodation in the 504 plan.

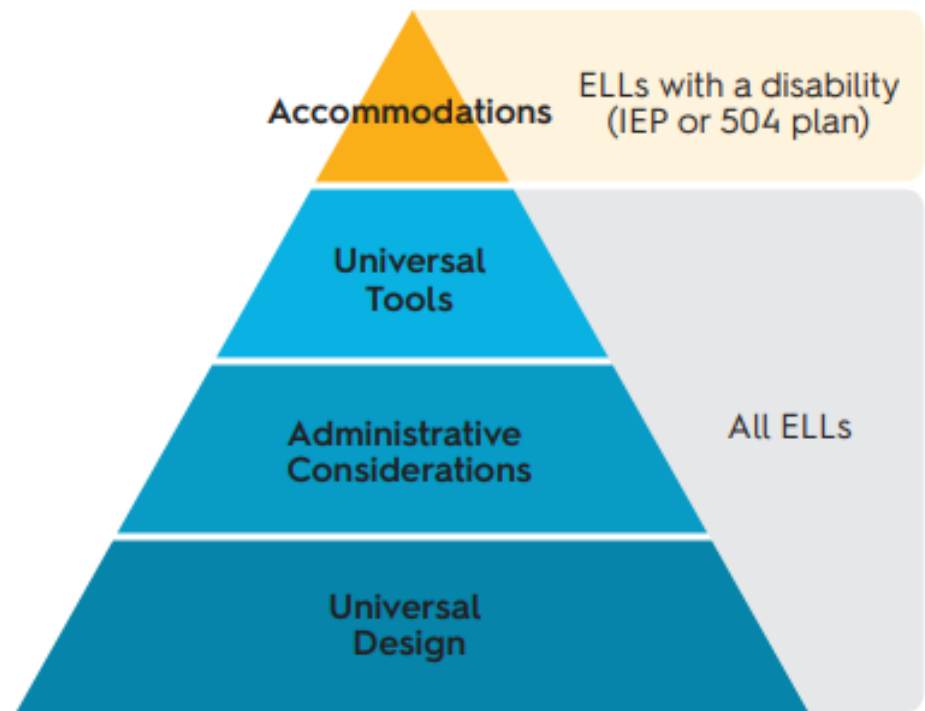
Accommodation Codes

Accommodation codes are used to inform MDE which accommodations were used at the time of testing.


- Accommodations are not indicated for MTAS.
- For MCA, accommodation codes are indicated, removed, or changed in Pretest Editing in Test WES throughout the testing windows. After testing, districts are able to indicate or correct accommodation codes in Posttest Editing in Test WES.
- For ACCESS and Alternate ACCESS, accommodation codes are indicated in the WIDA Assessment Management System (WIDA AMS) during the testing window. After testing, districts are able to indicate, remove, or change accommodation codes in Posttest Editing in Test WES.

ACCESS-ELL Accessibility

- Options
 - Universal Design
 - Administrative Considerations – Available to all
 - Universal Tools – Available to all
 - Accommodations – 504 or IEP only
- Initial ELL accommodation material orders placed on 12/11/19
- Communicate any new/additional accommodations for your SPED kids to your EL Coordinators ASAP
- **Universal Design** -- ACCESS for ELLs incorporates Universal Design principles in order to provide greater accessibility for all ELLs.



ACCESS-ELL Administrative Considerations Open to All ELLs



Administrative Considerations

- Adaptive and Specialized Equipment or Furniture
- Alternative Microphone
- Familiar Test Administrator
- Frequent or Additional Supervised Breaks
- Individual or Small Group Setting
- Monitor placement of responses onscreen
- Participate in Paper Format
- Read Aloud to Self
- Specific Seating
- Verbal praise or tangible reinforcement for on task or appropriate behavior
- Verbally redirect student's attention to test (English or Native Language)

ACCESS-ELL

Universal Tools

Open to *All ELLs*



- Audio aids
- Color Contrast
- Color overlay
- Highlighter (online) and colored pencils or crayons (paper)
- Keyboard Navigation
- Line guide or tracking tool
- Low-vision aids or magnification devices
- Sticky notes/scratch paper

ACCESS-ELL Accommodation Selections



Please see *2019-20 Accessibility and Accommodations Supplement* at <https://wida.wisc.edu/sites/default/files/resource/ACCESS-Accessibility-Accommodations-Supplement.pdf>

for specific details on:

- Universal Design
- Administrative Considerations
- Universal Tools
- Accommodations

Accommodation	ACCESS for ELLs Test Domains				Key Information Refer to the <i>Accessibility and Accommodations Supplement</i> for complete information
	Listening	Reading	Speaking	Writing	
Extended testing of a test domain multiple days (EM)					Must provide written request and evidence supporting the need due to a student's illness, disability, or extended interruption in testing, to the state assessment office.
Extended Speaking test response time (ES)	N/A	N/A		N/A	This feature provides twice the programmed time to complete. Must be pre-selected in AMS.
Extended testing time within the school day (ET)			N/A		Listening, Reading and Writing domains may have until the end of the school day. Speaking domain see ES.
Human reader for response options (HR)		No	N/A	N/A	The reader must read answer choice text exactly as it appears on screen.
Human reader for repeat of response options one time (RR)		No	N/A	N/A	Option to repeat 1x only. The reader must read text exactly as it appears on screen.
Interpreter signs test <u>directions</u> in ASL (SD)					Directions refer to administration logistics, test directions and practice items provided prior to the first test item.
Manual control of item audio (MC)		No			Allows the play button to be enabled by the student one time but cannot be paused or stopped. Must be pre-selected in AMS.
Repeat item audio (RA)		No			Listening audio may be repeated only one time. Speaking and Writing audio can be repeated multiple times. Must be pre-selected in AMS.
Scribed response (SR)			N/A		For students who are unable to write due to a disability. TA types student responses as the student dictates responses directly into the test platform.
Student responds using a recording device, which is played back and transcribed by the student (RD)	N/A	N/A	N/A		Student uses a recording device to respond; and then the student transcribes the response into the test.
Test may be administered by school personnel in non-school setting (NS)					For students who are enrolled but unable to attend school due to hospitalization or other extended absence during the testing window. Must be approved by SEA.
Word processor or similar keyboarding device to respond to test items (WD)			N/A		Responses must be transcribed verbatim onscreen as soon as possible after testing by TA.

MCA Summary of Accommodations

Part 1

- Communicate accommodations for your SPED kids with your MCA & ELL Building Coordinator
- Initial MCA Accommodated and MTAS orders needed by 1/10/20
 - Materials like Booklets, scripts, recordings
 - Text-to-speech, Assistive Technologies can be set up before the testing window opens on 1/27/20.
- Upcoming meetings/trainings with ELL & MCA Building Coordinators

See Chapter 5 of Procedures Manual for the Minnesota Assessments 2019-20 for more info and full descriptions of accommodations on pp. 93-106

<http://minnesota.pearsonaccessnext.com/policies-and-procedures/>

SUMMARY OF ACCOMMODATIONS	Code	Test Materials Required from Service Provider
Presentation		
12-point regular print paper test book for reading and mathematics	12	X
Accommodated text-to-speech for mathematics and science	MC	
Assistive technology	AT	
Braille versions of test books	BR	X
Handheld calculator for grades 3–8 mathematics (requires use of paper test book)	HC	X
Large print test book	18 or 24	X
Mathematics manipulatives and an abacus for grades 3–8 mathematics (requires use of paper test book)	HC	X
Recording a reading test	MT	
Scripts for mathematics (requires use of paper test book)	MS	X
Scripts for science (for use with the online assessment or paper accommodated test materials)	MS	X
Signed interpretation of mathematics and science scripts	OA	X
Signed interpretation of test directions	TD	

SUMMARY OF ACCOMMODATIONS	Code	Test Materials Required from Service Provider
Response Format		
Assistive technology	AT	
Audio recording for transcription	SC	
Braille or other note-taking device	AT	
Scribe (with transcription into the test book or online test)	SC	
Other Accommodations		
If an IEP or 504 plan team want to request the use an accommodation not on this list, contact MDE at mde.testing@state.mn.us .	Varies	

Linguistic Supports for MCA (part 1 of 2)

English learners may be provided any of the following appropriate linguistic supports without an IEP or 504 plan:

English Language Proficiency Level			
Linguistic Supports	Beginning	Intermediate	Advanced/ Transitional
Direct Linguistic Support in English			
Scripted oral English			
Use accommodated text-to-speech for math/science		Optional	
Read aloud math/science script	Optional	Optional	
Clarification			
Simplify test directions	Optional	Recommended	
Clarify test directions		Optional	
Indirect Linguistic Support			
Allow student to read a reading test aloud, recording his or her voice for later playback	Optional	Optional	Optional

Linguistic Supports for MCA (part 2 of 2)

English learners may be provided any of the following appropriate linguistic supports without an IEP or 504 plan:

See Guidelines for Administration of Accommodations and Linguistic Supports – Coming Fall/Winter 2019 at

<http://minnesota.pearsonaccessnext.com/policies-and-procedures/>

English Language Proficiency Level			
Linguistic Supports	Beginning	Intermediate	Advanced/Transitional
Direct Linguistic Support in First Language			
Dual-language/first-language reference materials			
Provide word-to-word translations for math/science (online pop-up, translated word list, word-to-word dictionary, or online translation application)	Optional	Recommended	Recommended
Written translation			
Provide written translation of test directions in student's first language	Recommended		
Scripted oral translation			
Read aloud written translation of test directions in student's first language	Recommended	Optional	
Sight translation			
Translate directions in student's first language	Recommended	Optional	
Clarify/explain test directions in student's first language	Recommended	Optional	

ACCESS / Alternate ACCESS
MCA / MTAS
Training Requirements



MCA/MTAS Required Training - Training Management System (TMS)

All training to be completed on
<https://mn.tms.pearson.com/>

PEARSON ALWAYS LEARNING

Minnesota
Assessments Training
Management System

Please enter your email below to get started.

wristow@farmington.k12.mn.us

Continue

Need help? Read our FAQs.

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MCA Test Monitor Training

For MCA administrations, all three modules in the MCA Test Monitor course must be completed in TMS

Available Modules

District Assessment Coordinator **Test Monitor** MTAS Test Administrator

Technology Staff Other Trainings Assessment Literacy Data and Reporting

0 of 3 modules completed

Categories

Courses

- MCA Test Monitor
 - ACCESS for ELLs Test Administrator - Grades 1-12
 - ACCESS for ELLs Test Administrator - Kindergarten/Alternate ACCESS

TEST SECURITY TRAINING (ASSURANCE OF TEST SECURITY INCLUDED)	ACTIVE MONITORING FOR STATEWIDE TESTS	PREPARING FOR TESTING
<p>This training details test security policies and procedures and contains the <i>Assurance of Test Security and Non-Disclosure</i>. All staff involved in testing are required to complete this training annually.</p>	<p>This module provides information on how to actively monitor test sessions. All Test Monitors and Test Administrators are required to complete this module annually.</p> <p>Length: 5 minutes</p> <p>Transcript</p>	<p>This module provides information on preparing to administer the online MCA. All Test Monitors administering the online MCA are required to complete this module annually.</p>
Coming Soon	Launch	Coming Soon

MTAS Test Monitor Training

MTAS Test Administrators must complete the applicable MTAS Training for Test Administrators course in the TMS based on their years of experience administering the MTAS

The screenshot displays the 'Available Modules' section of a training portal. At the top, there are navigation tabs: 'District Assessment Coordinator', 'Test Monitor', 'MTAS Test Administrator' (highlighted in blue), 'Technology Staff', 'Other Trainings', 'Assessment Literacy', and 'Data and Reporting'. Below the tabs, a yellow progress bar indicates '0 of 3 modules completed'. On the left, a 'Categories' sidebar shows 'Courses' with two options: 'MTAS Training for NEW Test Administrators — 1-2 years' (highlighted in blue) and 'MTAS Training for EXPERIENCED Test Administrators — 3 or more years'. The main content area features three training modules, each with a 'Launch' button:

- TEST SECURITY TRAINING (ASSURANCE OF TEST SECURITY INCLUDED)**
Length: 5 Minutes
This training details test security policies and procedures and contains the *Assurance of Test Security and Non-Disclosure*. All staff involved in testing are required to complete this training annually.
Transcript
- MTAS ADMINISTRATION OVERVIEW**
Length: 14 Minutes
This training for New Test Administrators provides information on preparing for and administering the MTAS. New Test Administrators are required to complete this training for the first two years they administer the MTAS.
Transcript
- MTAS ADMINISTRATION AND SCORING PRACTICE**
Length: 18 Minutes
This training for all Test Administrators provides information on test administration and scoring practice. All Test Administrators are required to complete this training annually.
Practice Materials
Transcript

Ensure you click “Complete” in each module to finish training

Select **Resume** to go back to this training, or **Complete** to finish this training.

If you go back to the training, select the **Complete Module** button in the upper right when you are finished.

Resume

Complete

ACCESS for ELL Training Requirements

Website Links:

- Trainings Required on WIDA Secure Portal:
<https://portal.wida.us/client/index.aspx?from=>
- Trainings Required on TMS (Training Management System):
<https://mn.tms.pearson.com/>

Test Administration	Trainings Required on WIDA Secure Portal	Trainings Required on TMS > Test Monitor Tab
Kindergarten ACCESS	Kindergarten Training Course: <ul style="list-style-type: none"> • All material in the Preparing, Testing, Afterward, and Domains tabs • Quizzes tab > ACCESS Kindergarten Quiz 	<i>ACCESS for ELLs Test Administrator – Kindergarten/Alternate ACCESS course</i>
Grades 1–12 ACCESS Online	Online Grades 1–12 Training Course*: <ul style="list-style-type: none"> • Testing tab > Administering the Test • Quizzes tab > ACCESS Online Administration Quiz Grades 1–12 	<i>ACCESS for ELLs Test Administrator – Grades 1–12 course</i>
Grades 1–12 ACCESS Paper Accommodations	Paper-Based Grades 1–12 Training Course: <ul style="list-style-type: none"> • Testing tab > Administering the Test • Domains tab > Speaking** • Quizzes tab > ACCESS Paper Administration Quiz Grades 1–12 and ACCESS & Screener Speaking Quiz Grades 1–5 and/or Grades 6–12 	<i>ACCESS for ELLs Test Administrator – Grades 1–12 course</i>
Alternate ACCESS	Alternate ACCESS Grades 1–12 Training Course: <ul style="list-style-type: none"> • All material in the Preparing, Testing, Afterward, and Domains tabs • Quizzes tab > Alternate ACCESS for ELLs Quiz 	<i>ACCESS for ELLs Test Administrator – Kindergarten/Alternate ACCESS course</i>

* MDE also recommends that Test Administrators view information about each domain in the Domains section of the Grades 1–12 Online training, as needed.

** MDE also recommends that Test Administrators view information about each domain in the Domains section of the Grades 1–12 Paper training, as needed.

1. WIDA Secure Portal



My Account & Secure Portal

My Training CERTIFICATE | My Training & Quiz HISTORY | Secure Portal USER GUIDE | Download LIBRARY

TECHNOLOGY Coordinators

Account Creator

ACCESS for ELLs Training Courses

Kindergarten | Alternate ACCESS Grades 1-12 | PAPER-BASED Grades 1-12 | ONLINE Grades 1-12

Facilitator Toolkit Training Materials

Screeener Test Materials & Training

Kindergarten

WIDA™ Kindergarten ACCESS for ELLs Training MY ACCO

KINDERGARTEN HOME PREPARING TESTING AFTERWARD DOMAINS GLOSSARY QUIZZES

WIDA™ Alternate ACCESS for ELLs Training M

ALTERNATE HOME PREPARING TESTING AFTERWARD DOMAINS GLOSSARY QUIZZES

WIDA™ ACCESS for ELLs Online Training 1-12

ONLINE HOME PREPARING TESTING AFTERWARD DOMAINS GLOSSARY QUIZZES

WIDA Secure Portal Online Training Requirements for Grade 1-12 Students

The screenshot displays the WIDA Secure Portal interface. At the top, a green navigation bar includes links for ONLINE HOME, PREPARING, TESTING, AFTERWARD, DOMAINS, GLOSSARY, and QUIZZES. On the right, there are links for MY ACCOUNT & SECURE PORTAL, LOG OUT, and MAIN WIDA WEBSITE. The WIDA logo is prominently displayed in the center.

Below the navigation bar, the page is divided into several sections:

- Administrating the Test:** A blue button with a red circle around it. Below it, text states: "Contains instructions for the day of administering the test. This tutorial has been updated for 2019-20."
- Monitoring Test Progress:** A blue button. Below it, text states: "Goes through several tools in WIDA AMS that coordinators may use to track progress during the test window."
- Key Resources:** A list of links including: What's New with ACCESS?, Test Administrator Manual, District and School Test Coordinator Manual, Online 4-12 Test Administrator's Script, Non-Disclosure and User Agreement, Accessibility and Accommodations Supplement, WIDA AMS Guide and Videos, ACCESS Webinars, and Technology Coordinators.
- Quizzes for Bill Ristow (wristow@farmington.k12.mn.us):** A section with a red box around it containing several quiz options: ACCESS KINDERGARTEN Quiz, ACCESS & Screener SPEAKING Quiz Grades 1-5, ACCESS & Screener SPEAKING Quiz Grades 6-12, ALTERNATE ACCESS for ELLs Quiz, ACCESS PAPER Administration Quiz Grades 1-12, and ACCESS ONLINE Administration Quiz Grades 1-12.
- MN ACCESS for ELLs Online Checklist** and **MN State Specific Directions** buttons.

At the bottom, there is a "Please note" section regarding certification requirements and a "Non-Disclosure Agreement" link.

2. Training Management System (TMS)

Available Modules

District Assessment Coordinator **Test Monitor** MTAS Test Administrator
Technology Staff Other Trainings Assessment Literacy Data and

0 of 2 modules completed

Categories

Courses

MCA Test Monitor

ACCESS for ELLs Test Administrator - Grades 1-12

ACCESS for ELLs Test Administrator - Kindergarten/Alternate ACCESS

ACTIVE MONITORING FOR STATEWIDE TESTS
Length: 3 minutes
This module provides information on how to actively monitor test sessions. All Test Monitors and Test Administrators are required to complete this module annually.
Transcript

TEST SECURITY TRAINING (ASSURANCE OF TEST SECURITY INCLUDED)
This training details test security policies and procedures and contains the *Assurance of Test Security and Non-Disclosure*. All staff involved in testing are required to complete this training annually.

Launch Coming Soon

Available Modules

District Assessment Coordinator **Test Monitor** MTAS Test Administrator
Technology Staff Other Trainings Assessment

0 of 1 modules completed

Categories

Courses

MCA Test Monitor

ACCESS for ELLs Test Administrator - Grades 1-12

ACCESS for ELLs Test Administrator - Kindergarten/Alternate ACCESS

TEST SECURITY TRAINING (ASSURANCE OF TEST SECURITY INCLUDED)
This training details test security policies and procedures and contains the *Assurance of Test Security and Non-Disclosure*. All staff involved in testing are required to complete this training annually.

Coming Soon