



MCA/MTAS Assessment 2023-24

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Revised 2/13/2024

MN Assessments

- ▶ **Minnesota Academic Standards - MCA/MTAS** required by ESSA and Minnesota Statutes, section 120B.30
- ▶ MCA/MTAS - All public school students participate (including English Learners) in:
 - ▶ Grades 3-8 & 10 for Reading
 - ▶ Grades 3-8 & 11 for Mathematics
 - ▶ Grades 5, 8, & once in High School for Science

Today's Session Coverage

MCA / MTAS

3

- Key Dates
- What's New for 2023-24
- Estimated Test Administration Times
- Accommodation & Linguistic Support Considerations
- Training Requirements
- Assessment Resources
- Administrative Refresher
- Q & A

2023-24 Building Assessment Coordinators – MCA/MTAS

- ▶ **ARES – Jody Pfeiffer**
- ▶ **FES – Megan Sowieja**
- ▶ **MVES – Jackie Brand**
- ▶ **NTES – Ashley Lyrek**
- ▶ **RVES – Shawn Peck, Jessica Alladin, Nicole Felipe**

- ▶ **BMS – Dan Thompson**
- ▶ **DMS – Vicky Bruce**

- ▶ **FHS – Chad Olson**

2023-24 Key Dates – MCA/MTAS

MCA/MTAS - Public school students participate

- ▶ **2/20/24 to 4/29/24** – Order additional paper/MTAS materials (through 5/6 - Science)
- ▶ **3/4/23 to 5/3/23** – **Testing Window** (through 5/10 - Science)

All general supports, linguistic supports and accommodations due before tests are administered **before** testing students!

What's New for MCA/MTAS in 2023-24 (Part 1 of 3)

- ▶ Learning Management System (LMS) from replaces old TMS system
- ▶ Gr3-8 Off-grade reading/math questions removed (MN Statute 120B.30)
- ▶ Tests will be invalidated if student-owned device is used
- ▶ Medical Excuse opt-out documentation more regimented
- ▶ Student Readiness Tools (SRTs) replace Item Samplers and Student Tutorials
- ▶ TestNav scratch pad tool has replaced the notepad tool online

What's New for MCA/MTAS in 2023-24 (Part 2 of 3)

- ▶ Universal Supports and Accommodations
 - ▶ Guidance now part of Procedures Manual (Ch. 4)
 - ▶ 3 categories from last year (Linguistic Supports, General Supports, & Accommodations) combined into 2 framework categories:
 - ▶ Universal Supports
 - ▶ Accommodations
 - ▶ Additional subcategories added to improve organization
 - ▶ Written translations of scripted directions may be provided to ML learners
 - ▶ Ability to read & record the reading test for later playback is only available for students with IEP & 504 and no longer available for ML learners

What's New for MCA/MTAS in 2023-24 (Part 3 of 3)

- ▶ District Test Security Procedures Enforcement - Staff Testing Preparations
 - ▶ Advanced Notice of Testing / Use of SRTs
 - ▶ Test Security, Honesty, & Integrity
 - ▶ Correct Test, Accommodations, and Universal Supports
 - ▶ Testing Room Setup
 - ▶ Handling breaks / restroom / emergencies
 - ▶ Allowable/prohibited materials (phones, watches, Bluetooth...)
 - ▶ Receipt, storing, and return/disposal of secure materials
 - ▶ Tracking Test Administrators and Monitors

Estimated Test Administration Times

Reminder:

Students that finish a test the first day may not be in the testing room on the second day of testing.

Table 13. Estimated Test Administration Times for Online Reading MCA

Grade and Test	Number of Groups of Items	Approximate Number of Items	Typical Range for Scheduling	Estimated Time to Impact Performance
Grades 3–5 Reading MCA	4	50	1.5–2 hours	Up to 2 hours
Grades 6–8 Reading MCA	4	55	1.5–2 hours	Up to 2 hours
Grade 10 Reading MCA	4	60	1.5–2 hours	Up to 2 hours

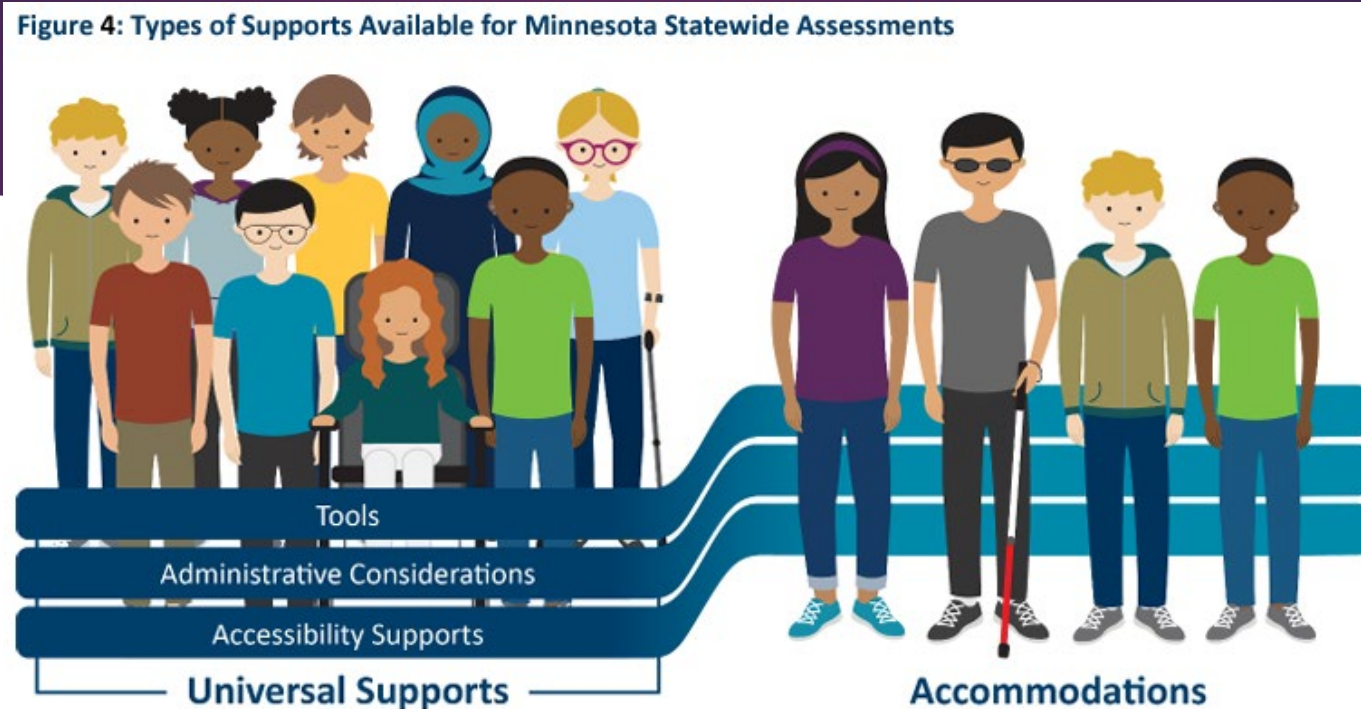
Table 14. Estimated Test Administration Times for Online Mathematics MCA

Grade and Test	Number of Groups of Items	Approximate Number of Items	Typical Range for Scheduling	Estimated Time to Impact Performance
Grades 3–8 Mathematics MCA	5	50	1.5–2 hours	Up to 2.5 hours
Grade 11 Mathematics MCA	6	55	1.5 hours	Up to 2 hours

Table 15. Estimated Test Administration Times for Online Science MCA

Grade and Test	Number of Sections	Approximate Number of Items	Typical Range for Scheduling	Estimated Time to Impact Performance
Grade 5 Science MCA	4	50	1–1.5 hours	Up to 1.5 hours
Grade 8 Science MCA	4	60	1–1.5 hours	Up to 1.5 hours
High School Science MCA	4	80	1–1.5 hours	Up to 1.5 hours

Universal Supports and Accommodations

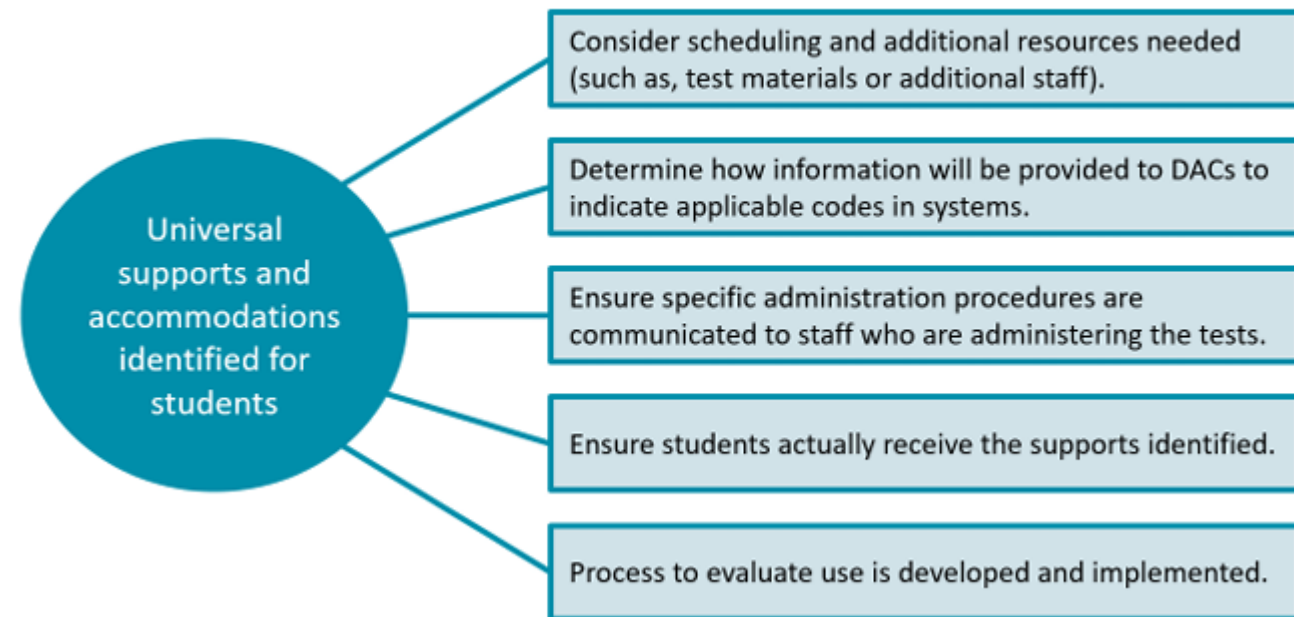


- **Universal supports** are general supports available for all students that tailor the testing experience based on student needs or preferences specific to the testing environment or online features that are allowable within Standardized testing
- **Accommodations** are changes in the way that a test is administered, and are meant to ensure equal access to the assessment. Accommodations are only available to students with an IEP or 504 plan.

Universal Supports & Accommodations

- Work with your Counselor/CM/SpEd Team/ML Staff...
- All Supports & Accommodations **MUST** be established **BEFORE** testing

Figure 5: Considerations for Providing Universal Supports and Accommodations



See Chapter 4 of [Procedures Manual for the Minnesota Assessments 2023-24](#) for summaries of Universal Supports (pg. 76-78) and Accommodations (pg. 99) followed by full descriptions

2023–24 MCA Supports and Accommodations

Universal Supports

General supports available for all students but some supports may be appropriate only for specific students or groups of students.



Accommodations

Only available for students with an IEP or 504 plan.



	Tools	Administrative Considerations	Accessibility Supports	
Provided by School	<ul style="list-style-type: none"> Classroom materials (such as highlighters or place markers) Music or noise buffers Scratch paper Sensory tools 	<ul style="list-style-type: none"> Different time of day Environment (such as lights and seating) Flexible testing time Individual or small group setting Repeated or written version of <i>Testing Directions</i> * Simplify <i>Testing Directions</i> #* 	<ul style="list-style-type: none"> Amplification devices Calculator (handheld), mathematics manipulatives, or an abacus for science and grade 11 mathematics Color overlays Low-vision aids Signed interpretation of <i>Testing Directions</i> # Stylus for devices Templates to reduce the visual print field Translate <i>Testing Directions</i> in languages other than English not provided by MDE (written or oral) #* Voice feedback devices Word-to-word translations using dictionaries or programs for mathematics and science #* 	<ul style="list-style-type: none"> Allow student to read a reading test aloud, recording their voice for later playback # Assistive technology # Calculator (handheld), mathematics manipulatives, or an abacus for grades 3–8 mathematics # Scribe #
Provided by MDE			<ul style="list-style-type: none"> Mathematics tables for grade 11 mathematics Translated <i>Testing Directions</i> in Hmong, Spanish, or Somali #* Word-to-word translations using word lists for mathematics and science #* 	<ul style="list-style-type: none"> Mathematics tables for grades 3–8 mathematics # Paper test book (regular print, large print, and braille) # Script for mathematics and science (including signed interpretation of the script) #
Embedded in Test	<ul style="list-style-type: none"> Answer eliminator Calculator Formula sheet Highlighter Ruler Scratch pad Straightedge White noise 		<ul style="list-style-type: none"> Answer masking Color contrast Line reader mask Magnifier Pop-up translations in Hmong, Somali, and Spanish for mathematics and science #* Standard text-to-speech for mathematics and science * Zoom feature 	<ul style="list-style-type: none"> Accommodated text-to-speech for mathematics and science #

* Suggested for multilingual learners

Requires a code to be indicated to MDE by the District Assessment Coordinator

If there is the need for an accommodation or support not specifically addressed in this table, email mde.testing@state.mn.us.

MCA/MTAS Required Training - Learning Management System (LMS)

Table 29. Training Requirements for MCA Test Monitors

Test Administration	Trainings Required in the LMS > MCA Tags > MCA Test Monitor Learning Path
MCA	<p><i>MCA Test Monitor learning path:</i></p> <ul style="list-style-type: none">• <i>Test Security Training</i>• <i>Active Monitoring for Statewide Tests</i>• <i>Administering the MCA</i>

Access and instructions are at: <http://minnesota.pearsonaccessnext.com/training/>

MCA/MTAS Required Training - Learning Management System (LMS)

Table 30. Training Requirements for MTAS Test Administrators

Number of Years as Test Administrator	Trainings Required in the LMS > MTAS Tags
First or second year administering MTAS	<ul style="list-style-type: none"> • <i>New MTAS Test Administrator—1–2 years learning path</i> <ul style="list-style-type: none"> ○ <i>Test Security Training</i> ○ <i>MTAS Administration Overview</i> ○ <i>MTAS Administration and Scoring Practice</i>
Three or more years administering MTAS	<ul style="list-style-type: none"> • <i>Experienced MTAS Test Administrator—3 or more years learning path</i> <ul style="list-style-type: none"> ○ <i>Test Security Training</i> ○ <i>MTAS Administration and Scoring Practice</i>

Access and instructions are at: <http://minnesota.pearsonaccessnext.com/training/>

Learning Management System (LMS) Registration

In order to use the LMS you first have to be registered and there are two different paths for registration:

1. Use [LMS Access and Registration](#) if you already have an active PearsonAccess Next account this information should be brought over to the new system (including district and school assignment). This will remember your last district and building assignment automatically. If this doesn't work for you (we're seeing some issues), you'll need to...

2. Use [LMS Self-Registration](#) – Follow the steps to create a new account (skip the Adobe sign-in). One very important step is to ensure **you click boxes for the District AND the School(s) you support**. This will ensure that you get credit for completing your training.

Once you've successfully registered you should be able to access the LMS system at <https://learningmanager.adobe.com/pearson-lms-mn>

Accessing the Learning Management System (LMS)

The easiest way to access the required training is to use the following links to the Learning Path:

- ▶ ***MCA Test Monitor (2023-24)*** Learning Path
<https://learningmanager.adobe.com/app/learner?accountId=117373#/learningProgram/112467>
- ▶ ***New MTAS Test Administrator – 1-2 years*** Learning Path
<https://learningmanager.adobe.com/app/learner?accountId=117373#/learningProgram/112468>
- ▶ ***Experienced MTAS Test Administrator – 3 or more years*** Learning Path
<https://learningmanager.adobe.com/app/learner?accountId=117373#/learningProgram/113105>

MCA Test Monitor Training – Part 1

- ▶ If you prefer to navigate within the LMS system you can use the following instructions.
 - ▶ Select the Catalogs icon
 - ▶ Select the MCA Tag and that will take you into the learning path with your required training(s)

The screenshot displays the Minnesota Department of Education's Learning Management System (LMS) interface. The top navigation bar includes the department logo and a search bar. The main content area is titled "Catalog" and features a sidebar with various filters. The "Catalogs" filter is selected, showing options for Assessment Literacy, DAC, LMS Training, and Test Administration. The "Duration" filter is set to "30 mins or less". The "Tags" filter is set to "MCA". The search results show two learning paths: "District Assessment Coordinators (2023-24)" and "MCA Test Monitor (2023-24)". A red arrow points from the "MCA" tag in the filter sidebar to the "MCA Test Monitor (2023-24)" learning path card. The "MCA Test Monitor (2023-24)" card is highlighted with a red border and shows a "Skills: MN Assessment" tag. The text "No results found" is visible below the search results.

MCA Test Monitor Training – Part 2

- ▶ Clicking on the MCA Test Monitor (2023-2024) Learning Path will show you the three required trainings.
- ▶ Click on the blue link and ensure all sections have a check mark (signaling completion)
- ▶ The system will track your completions for you, your Building Coordinator, and the District Coordinator (as long as the District AND School were selected)

MCA Test Monitor (2023-24)

Learning Path

No description available

🕒 Duration : 1 hr 2 mins

Required Trainings

Course • MN Admin • 6 mins • **REQUIRED**



Test Security Training (Assurance of Test Security Included) (2023-24)

This training details test security policies and procedures and contains the Assurance of Test Security and Non-Disclosure. All staff involved in testing must c...

1 Module

Course • MN Admin • 3 mins • **REQUIRED**



Active Monitoring for Statewide Assessments (2023-24)

This training provides information on how to actively monitor test sessions. All Test Monitors and Test Administrators are required to complete this training an...

1 Module

Course • MN Admin • 12 mins • **REQUIRED**



Administering the MCA (2023-24)

This training provides information on administering the MCA. All Test Monitors administering an online and/or paper MCA are required to complete this training a...

1 Module

MTAS Test Monitor Training – Part 1

- ▶ If you prefer to navigate within the LMS system you can use the following instructions.
 - ▶ Select the Catalogs icon
 - ▶ Select the MTAS Tag and that will take you into the learning path with your required training(s)

The screenshot displays the 'Catalog' page in the LMS system. On the left, there are three filter sections: 'Catalogs', 'Duration', and 'Tags'. The 'Catalogs' section has checkboxes for 'Assessment Literacy', 'DAC', 'LMS Training', and 'Test Administration'. The 'Duration' section has checkboxes for '30 mins or less', '31 mins to 2 hours', and '2 hours+'. The 'Tags' section has checkboxes for 'ACCESS/Alternate', 'ACCESS', 'DAC', 'MCA', 'MDE Systems', 'MTAS' (which is checked), 'Minnesota', and 'Assessment Life'. The main content area shows two course cards for 'SELF PACED' learning paths: 'Experienced MTAS Test Administrator – 3 or more...' and 'New MTAS New Test Administrator – 1-2 years'. Both cards indicate 'Skills: MN Assessment'. Below the cards, the text 'No results found' is visible. Red handwritten annotations include the letters 'OF' and two red arrows pointing from the 'MTAS' tag checkbox to the two course cards.

MTAS Test Monitor Training – Part 2

New MTAS Test Administrator – 1–2 years

Learning Path

No description available

Duration : 1 hr 29 mins

Required Trainings

Course • MN Admin • 6 mins • **REQUIRED**



Test Security Training (Assurance of Test Security Included) (2023-24)

This training details test security policies and procedures and contains the Assurance of Test Security and Non-Disclosure. All staff involved in testing must c...

1 Module

Course • MN Admin • 19 mins • **REQUIRED**



MTAS Administration Overview (2023-24)

This training for New Test Administrators provides an overview of the MTAS and how it is administered. New Test Administrators are required to complete this tra...

1 Module

Course • MN Admin • 45 mins • **REQUIRED**



MTAS Administration and Scoring Practice (2023-24)

This training for all Test Administrators provides information on administering and scoring the MTAS, as well as information about reading and science field tes...

1 Module

- ▶ Clicking on one of the two MTAS Test Monitor (2023-2024) Learning Paths will show you the three (or two) required trainings.
- ▶ Click on the blue link and ensure all sections have a check mark (signaling completion)
- ▶ The system will track your completions for you, your Building Coordinator, and the District Coordinator (as long as the District AND School were selected)

Experienced MTAS Test Administrator – 3 or more years

Learning Path

No description available

Duration : 1 hr 29 mins

Required Trainings

Course • MN Admin • 6 mins • **REQUIRED**



Test Security Training (Assurance of Test Security Included) (2023-24)

This training details test security policies and procedures and contains the Assurance of Test Security and Non-Disclosure. All staff involved in testing must c...

1 Module

Course • MN Admin • 45 mins • **REQUIRED**



MTAS Administration and Scoring Practice (2023-24)

This training for all Test Administrators provides information on administering and scoring the MTAS, as well as information about reading and science field tes...

1 Module

Assessment Resources

MCA / MTAS

- ▶ District Resources
 - ▶ https://www.farmington.k12.mn.us/staff_resources/assessment_resources
- ▶ MDE Resources
 - ▶ Learner Management System (LMS) -- <https://learningmanager.adobe.com/pearson-lms-mn>
 - ▶ MDE Policies and Procedures – https://minnesota.pearsonaccessnext.com/resources/resources-training/manuals/MN1149338_PrcdsMan_24_WebTag_Final.pdf
 - ▶ Pearson AccessNext - <http://minnesota.pearsonaccessnext.com/pearsonaccessnext/>
- ▶ Contacts
 - ▶ Building Assessment Coordinator
 - ▶ District Assessment Coordinator – Bill Ristow wristow@farmington.k12.mn.us

Administrative Refresher

MCA / MTAS

- Participation
- Secure Materials
- Testing Readiness Activities
- Testing Day Tips & Troubleshooting

Testing Readiness Activities (Part 1)

Set Reminders?!

- TODAY
 - Test access to Pearson AccessNext web application
 - Find out/ask about testing dates for YOUR CLASS
- ONE WEEK BEFORE TEST DATE
 - Room Setup – If in doubt, cover or remove wall materials
 - All Accommodations or Linguistic Supports communicated
 - Tell your class and prepare with Student Tutorials and Item Samplers as needed
 - Ensure all iPads have been upgraded to iPadOS 17.3*

Testing Readiness Activities (Part 2)

- TWO SCHOOL DAYS BEFORE TESTING
 - Session Review – Can you find it and are ALL your students listed?
 - Print out or create shortcut, bookmark, link to key documents
 - Double check ability to Hard-Wire the PC/Mac running the Test Session
 - Ensure all students install/re-install TestNav to iPad from Self Service
- DAY BEFORE TESTING
 - Ensure iPads will be fully charged for Test
 - Arrange room to allow tester access to available power outlets
 - Review MCA Test Monitor Cheat Sheet along with associated Script

Testing Day Tips & Troubleshooting

- FINAL PREP
 - Proctor PC/Mac - Boot or Reboot system after connecting Ethernet cable
 - Follow Testing Day instructions in MCA Test Monitor Cheat Sheet
 - BREATHE!!
- TESTING
 - Read Scripted directions as written
 - Stagger start of the test where ten or less students start at the same time
 - Watch Status and Exit & Resume students as needed (Breaks of 5+ minutes)
 - Ask for help if there are issues: Colleague → BAC → x5055 → DAC
 - Properly store or dispose of secure testing materials

Q & A

Accommodations Summary

Part 1

Table 6. 2023–24 Summary of Accommodations on MCAs

Accommodations	Code	Reading MCA	Math MCA	Science MCA	Individual Setting May Be Required	Data Entry Required	Test Administration Report Required
Accommodations – Provided by School							
Allow student to read a reading test aloud, recording their voice for later playback	MT	✓			✓		✓
Assistive technology	AT	✓	✓	✓	✓		✓
Calculator (handheld), mathematics manipulatives, or abacus for grades 3–8 Mathematics MCA	HC		✓			✓	
Scribe	SC	✓	✓	✓	✓	Paper only	✓
Accommodations – Embedded in Test							
Accommodated text-to-speech	MC		✓	✓			

See Chapter 4 of [Procedures Manual for the Minnesota Assessments 2023-24](#) for summaries of Universal Supports (pg. 76-78) and Accommodations (pg. 99) followed by full descriptions

Accommodations Summary

Part 2

Table 6. 2023–24 Summary of Accommodations on MCAs

Accommodations	Code	Reading MCA	Math MCA	Science MCA	Individual Setting May Be Required	Data Entry Required	Test Administration Report Required
Accommodations – Provided by MDE							
Mathematics tables for grades 3–8 Mathematics MCA	HC		✓ (Gr. 3–8)		✓	✓	
Paper test book (regular print)	12	✓	✓	✓		✓	
Paper test book (large print)	18 or 24	✓	✓	✓		✓	
Paper test book (braille)	BC or BU	✓	✓	✓		✓	
Script (mathematics)	MS		✓			✓	
Script (science)	MS			✓		Paper only	
Script (signed interpretation)	MS OA		✓	✓		Paper only	✓

See Chapter 4 of [Procedures Manual for the Minnesota Assessments 2023-24](#) for summaries of Universal Supports (pg. 76-78) and Accommodations (pg. 99) followed by full descriptions