North Metro Flex Academy Security and Procedures Plan for ACCESS and MCA Testing 2025-2026

ASSESSMENT STAFF

 Cecilia Crowley is North Metro Flex Academy District Assessment Coordinator (DAC) and the School Assessment Coordinator (SAC). Cecilia administers ASSESS and MCA tests.   Emma Roling is the ESL teacher. Emma helps administer the ASSESS testing.

Special education staff administers the MCA to the students needing small group settings. Barb Marchetti and Geri Crowder will administer any MTAS or Alternate MCA testing.

MONITORING

The ACCESS testing is monitored by the DAC. The DAC will stop in the testing room periodically throughout the testing window. Recommendations will be given throughout the testing period.

The DAC and ESL teacher will administer the ACCESS training to ELL students. This allows for small group testing for each domain.

The MCA testing is administered and monitored by the DAC.   Classroom teachers in gr. 3-8 help monitor the MCA tests.

SPED teachers will also administer the test for the students who need small group settings.

The SPED teachers will administer the MCA alternate or MTAS tests if necessary.

The DAC makes periodic visits while the small group testing and MTAS/ MCA alternate tests are being conducted. Reminders are given throughout the training period of testing expectations for those administering/monitoring the tests.

TESTING CALENDAR

The DAC, with approval from the school principal will determine the testing calendar for the year. The DAC gives the testing information to the Operations Manager to post on the webpage. The DAC will verify the posting. If the dates change, the DAC will update any necessary dates.

TRAINING AND COMMUNICATION

All teachers, sped teachers, and paras, gr. 3-8, will attend an in-service training in March, before testing begins.   They will watch the videos: Test Security Training and Active Monitoring For Statewide Assessments. If we are not able to have the in-service training, or if a teacher or staff member is missing, the training will be completed online. All other staff members are required to watch Test Security Training.

All teachers and paras will receive a handout, summarizing the procedures that need to be followed. The staff are instructed to inform the DAC of any test security concerns. They may either talk or email the information. In the handout, the MDE contact information is also listed.

ESL teachers will take the required training online before handling the ACCESS test materials. The following training modules will also be completed:
- ☐ Writing for Grades 1-5: Scoring WIDA Screener
- ☐ Writing for Grades 6-12: Scoring WIDA Screener
- ☐ WIDA Screener for Kindergarten : Administration and Scoring
- ☐ Speaking for Grades 6-12; Scoring ACCESS Paper and WIDA Screener
- ☐ Speaking for Grades 1-5; Scoring ACCESS Paper and WIDA Screener
- ☐ WIDA Screener Online: Administration
- ☐ Online ACCESS for ELLs: Administration and Scoring
- ☐ Kindergarten ACCESS for ELLs: Administration and Scoring
- ☐ Online ACCESS for ELLs: Administration and Scoring
- ☐ Online ACCESS for ELLs: Administration
- ☐ Test Security Training
- ☐ Active Monitoring For Statewide Assessments

SPED teachers who will administer the MTAS/MCA Alternate tests will take the required training online before handling the ACCESS test materials. The following training modules will also be completed:
- ☐ MTAS/Alt MCA Test Administrator (2024-25)
- ☐ MTAS/ALT MCA Administration and Scoring Practice
- ☐ Handling Secure Paper Test Materials (2024-25)
- ☐ Test Security Training
- ☐ Active Monitoring For Statewide Assessments

The DAC will review documentation of training. The DAC will meet with any faculty or staff not in compliance.

SECURE TEST MATERIALS

The administrative team will be alerted when to expect a shipment.

All testing materials, including testing tickets, will be kept in the locked storeroom in the office area. There is limited access to this room. The principal, operation manager, and special education coordinator are the only people with keys to this room.

When materials arrive at the school, the materials will be placed in this room until the DAC is able to inventory them. If there is a problem, the DAC will contact the WIDA or PearsonACCESS NEXT rep.

Once the inventory for ACCESS has been completed, the ESL teacher will be contacted. If there is an issue or any discrepancies, she is to contact the DAC immediately.

All materials, including test tickets, must be taken out of the secured room and returned each day. If the students have been using scratch paper, that is collected and kept in the same envelope as the session tickets. Once the test has been completed by everyone, the scratch paper and tickets will be shredded.

The DAC, ESL teacher, or SPED teacher are the only people who will be checking out and returning material.

TESTING PREPARATION

It is the school's expectation that the classroom teacher prepares the students by using the tutorials available on the testing sites. Teachers are also expected to review the importance of the test.

Before beginning the test, the test monitors will verbally remind the students of the expectations of honesty and doing their best.

If a parent/guardian requests that their child not participate in the testing, an opt out form will be completed by a parent/guardian. The teacher is expected to contact the DAC with this information. The DAC will give the form to the parent/guardian and the parent/guardian will complete the form.

The DAC will meet with the Special Education Coordinator about any special needs of the students. This includes MTAS or Alternate ACCESS, accommodations, or linguistic supports needed.

The ELL and SPED teachers are reminded that they need to take down any academic bulletin boards in their room - before testing may begin.

POLICY PROCEDURES FOR TESTING
In grades 3-4, the classroom teacher will walk the class to the computer lab. In grades 5-8, the math or language arts or an assigned middle school teacher will walk the students to the lab. The middle school students will have a seating chart that the classroom teacher created. The teachers are expected to remain in the lab during the entire session(s). The exception to this is in the last session, when there are just a few students remaining in the classroom to be tested. The DAC will have full responsibility then. If the classroom has a para, they will be expected to be in the room during the testing.

Any students requiring a smaller setting or other accommodations written in the IEP will be met by the SPED teacher(s) in the computer lab. The SPED teacher will receive the testing ticket from the DAC and will take the students to a room which has been prepared for testing.

The teachers will collect any electronics (cell phones, watches, earbuds) before leaving the classroom. The teachers will also have the students leave their backpacks behind. The DAC will remind the students of this rule before the testing tickets are handed out. If a student is found to have any of these items, they will be sent to the office. It will be determined later if their test is valid or not.

The students will generally not have a break. They are only scheduled for an hour at a time. If a student needs a break or needs to use the restroom, the student must ask permission to leave. Either the para or the classroom teacher will accompany the student. Only one student is allowed to leave at a time.

If an emergency arises, the office will be contacted immediately for assistance.

If the fire alarm goes off or another emergency that requires everyone to exit; the students will leave and the door locked behind them. The group will be done testing for the day.

If the DAC or teacher becomes ill or needs to leave, the office will be asked to help with supervision.

If a student completes the test during the testing session, he/she will remain in the room. All students have been asked to bring a book to read if they complete the test early.

Each group has been assigned three - five sessions. If a student needs more time, there are make-up sessions scheduled. If the students have finished their test during a previous testing session, they will not return to the computer lab. They will stay in a classroom with a para or teacher.

Any technical issues or other possible testing errors will be reported immediately to the DAC. The DAC will work to solve the issue.

If there is a security issue, it is to be reported immediately to the DAC. This is usually done orally, as the DAC should be in the room. The staff is also given the contact information for MDE. The DAC will proceed with appropriate action and complete a TAR form.

PROCEDURES AFTER TESTING
Students are encouraged not to discuss specifics about the test.

The DAC will complete any necessary data entry.

RETURN OF MATERIALS
At the end of the testing, the DAC and/or EL teacher will inventory and pack up materials that need to be returned. They are kept in the secure storage room. The shipping provider will be contacted to pick up the packages or the DAC will take them to the UPS office.

Administration and Security

For teachers, families, students, and others wishing to report any security concerns to MDE, please use this link: Minnesota Statewide Test Security Tip Line.

Student Resource Documents:

For more information on your child's participation in statewide assessments please click on the link below.

[Statewide Assessments: Parent/Guardian Participation Guide and Refusal Information](#)

See handouts the teachers receive in addition to training.