



TO: Susan Lieberg, District Assessment Coordinator
Sharon Schultz, District Assessment Coordinator
Greenbush-Middle River School District

FROM: Test Security and Data Integrity Program
Division of Academic Standards, Instruction, and Assessment

DATE: May 3, 2022

SUBJECT: MCA Monitoring Site Visit

As required by Minnesota Statute §120B.30, the Minnesota Department of Education is responsible for maintaining the integrity of the Minnesota Assessments. In that role, department staff visit and observe testing sites as an overall strategy to improve the administration of the Minnesota Assessments.

On April 21, 2022 a representative on behalf of the Minnesota Department of Education visited Greenbush Elementary School to observe the MCA Math administration for grade 5.

Testing was administered efficiently and the room was properly prepared for testing with effective spacing. Staff were welcoming and appeared to be fully trained on how to carry out their roles based upon their training. No prohibited devices were visible at any point and the session appeared to be free from distractions. Secure materials were handled properly at all times. The 11:1 student to monitor ratio was effective for monitoring purposes. It appeared that all policies and procedures were being carried out correctly.

Thank you for your overall support and implementation of test security protocols. No follow up from the district is necessary as part of this site visit.

Jeff Holtz

Test Security & Data Integrity Coordinator
Minnesota Department of Education

CC: Superintendent Dr. Larry Guggisberg