

AN UPDATE FROM ACADEMIC STANDARDS, INSTRUCTION AND ASSESSMENT — Nov. 15, 2023

QUICK LINKS	IMPORTANT DATES
<ul style="list-style-type: none"> • WIDA Accounts • Additional Assessment Data Available • Updated Guidance and Procedures Manual • PearsonAccess Next Chat Feature • Required Distribution of Individual Student Reports • Learning Management System Learning Paths and Courses • Learning Management System Maintenance • Test Administration Training: Save the Date • Upcoming Opportunities • Odds and Ends 	<p>Nov. 27–Dec. 15: Indicate the number of ACCESS Online testers for grades 1–12 and order test materials during Materials Ordering in the WIDA Assessment Management System (WIDA AMS)</p> <p>Nov. 27: Pretest Editing opens in Test WES</p>

WIDA Accounts

As of Nov. 8, all DACs with WIDA AMS accounts are now updated for the current school year test administration.

As of today, Nov. 15, all new DACs who were listed in the Minnesota Department of Education-Organization Reference Glossary (MDE-ORG) by Oct. 16 should now have active district-level accounts in both the WIDA Secure Portal and WIDA AMS. For the WIDA Secure Portal, new DACs should have received an email about creating their Secure Portal accounts or letting them know that their account now has the Account Management permission information for the WIDA Secure Portal.

If you are a new DAC and have not yet received access to either system, please contact mde.testing@state.mn.us. As long as you are indicated as the DAC in MDE-ORG, MDE will approve the request

and send it to the service providers to create both accounts. Note: New DACs should confirm they are indicated as the DAC in [MDE-ORG](#) before sending the request to MDE.

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Additional Assessment Data Available

Straggler data (that is “late” assessment records) for both MCA/MTAS and ACCESS/Alternate ACCESS have been added to the District and School Student Results (DSR & SSR) and Student Assessment History Report in [Secure Reports](#). This data comes from tests that were not included or available during Posttest Editing.

For MCA and MTAS, this is typically due to a district making a late-score entry request after the initial deadline.

For ACCESS and Alternate ACCESS, this is typically due to later returns of paper test materials (for example, Kindergarten ACCESS or test booklets for the writing domain) or any score appeals, test booklet searches, or transcription requests.

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Updated Guidance and Procedures Manual

MDE has posted updated versions of the [Guidance for Universal Supports and Accommodations for Minnesota Statewide Assessments](#) and the [2023–24 Procedures Manual](#). The only change was to update the code to OL for the word-to-word translation using word lists for mathematics and science on page 40 (*Guidance*) and page 94 (*Procedures Manual*). It was incorrectly listed as TD in the previous versions in the description of the support. Please ensure you have downloaded the updated version and/or provided the updated version to staff. You may need to refresh your page and/or clear the browser cache to see the updated version.

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PearsonAccess Next Chat Feature

PearsonAccess Next users can now engage directly with a live help desk agent via the chat feature located on the [PearsonAccess Next](#) homepage. The chat feature is available between 6 a.m.–7:30 p.m. During off-hours, the chat button will read “Chat Offline.”

To initiate a chat, users select the “Chat Now” button after logging into PearsonAccess Next. Users are prompted to enter their name, email, existing case number (if available), subject, and description of the issue. In the description, it is important to include a phone number, the state, district, and school name, along with a brief description of the issue, **excluding any personally identifiable student information**. Users are then connected to an agent. A transcript of the chat can be downloaded and saved by selecting the Save button along the top of the chat window.

To conclude the conversation, users can select “End Chat” or close the chat window. If the issue has been resolved, the agent will close the case and an email notification will be sent to the user. If the issue was not

resolved, either because the chat was exited unintentionally or the case was escalated for further research, the agent will attempt to reach out to the user by email or phone with a resolution before closing the case.

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Required Distribution of Individual Student Reports

Individual Student Reports (ISRs) must be provided to parents/guardians no later than Dec. 1.

Each district decides if paper copies of the reports are distributed or if electronic versions are provided (such as through a secure parent portal). If provided electronically, the final version from [WIDA AMS](#) or Published Reports in [PearsonAccess Next](#) must be used. If districts choose to dispose of their paper reports (for example, because an electronic copy was provided), they must do so in a secure way (either through shredding or incineration) as the reports contain private student data. As needed, additional copies can be printed from WIDA AMS or Published Reports in PearsonAccess Next.

Districts determine how to distribute ISRs following best practices for data privacy. Regardless of how reports are distributed, districts should consider how to provide families with information (for example, a letter or flyer, in discussions at conferences) about how the results are used in the context of other district and school information.

More information on ISRs and their distribution is available in Chapter 11 of the [Procedures Manual](#), starting on page 260.

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Training Courses and Learning Paths in the Learning Management System

Required and Optional Courses

The *Test Security Training* and *Active Monitoring for Statewide Assessments* courses will be posted to the [Learning Management System](#) (LMS) on Nov. 16, and *Pretest Editing Training* will be posted on Nov. 17.

The DAC is responsible for ensuring all applicable staff complete the *Test Security Training*, receive guidance for district-specific policies and procedures, and complete test-specific trainings prior to testing. Though training requirements vary by role and test, the *Test Security Training* is required for all individuals who are associated with any aspect of test administration or test content.

The *Test Security Checklist*, which is the paper option that includes the same content and may be used for staff in place of the *Test Security Training*, will be posted the same day on the [Policies and Procedures](#) page of the PearsonAccess Next website. Translated versions of the *Test Security Checklist* in Hmong, Somali, and Spanish will be available in early January.

Learning Paths

Learning paths are grouped courses that are tied to a specific role for test administration. See the table below for the learning paths that will be posted to the LMS on Nov. 16. The learning paths for MCA and MTAS roles will be posted when all the required trainings for those roles are available in January; until those learning paths are available, staff may complete the Test Security Training and Active Monitoring as standalone courses. To find standalone courses in LMS, search for the course name in the Search feature at the top of the screen.

Test Catalog	Learning Path	Required/Optional	Course Name
Test Administration	ACCESS Test Administrator – Grades 1–12	Required	Test Security Training (Assurance of Test Security Included)
		Required	Active Monitoring for Statewide Assessments
		Optional	Handling Secure Paper Test Materials*
		Optional	Minnesota Statewide Assessments Overview
	ACCESS Test Administrator – Kindergarten/WIDA Alternate ACCESS	Required	Test Security Training (Assurance of Test Security Included)
		Optional	Handling Secure Paper Test Materials*
		Optional	Minnesota Statewide Assessments Overview
	Test Security	Required	Test Security Training (Assurance of Test Security Included)
		Optional	Handling Secure Paper Test Materials*

*Handling Secure Paper Test Materials will be available in the LMS on Jan. 12.

The Test Administration catalog contains learning paths with required and optional courses that must be completed prior to test administration. To find a learning path, use the search feature along the top of the page or select the applicable checkboxes on the left side of the screen (for example, Test Administration). To enroll in a learning path, hover your cursor over the applicable learning path and select the blue plus symbol. Learners may also select the learning path tile and then select the blue Enroll button. To complete a learning path, the Learner must complete all required courses. Learners can also complete the optional trainings within the learning path as needed or instructed by their district. Note: Some courses, like Test Security Training, are posted to multiple learning paths. Courses completed in one learning path or as a standalone course are automatically marked complete once the Learner has enrolled in the learning path.

Learners will need an LMS account before enrolling and completing courses in the LMS. As a reminder, Learners with an active PearsonAccess Next account were automatically loaded into the LMS. Learners without a PearsonAccess Next account will need to self-register an LMS account. Whether loaded from PearsonAccess Next or self-registering an LMS account, Learners will also need to register with Adobe before accessing the LMS. The LMS can be accessed from the PearsonAccess Next [Training](#) page. Resources for logging in and using the LMS are available on the Training page and within the LMS in the Training catalog.

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

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Learning Management System Maintenance

The Learning Management System (LMS) will be unavailable from Nov. 17 at 9 p.m. until Nov. 18 at 8 a.m. for maintenance and updates. At this time, Minnesota LMS Learners and Managers will not see changes to the LMS.

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Test Administration Training: Save the Date

In December, MDE will provide the Test Administration Training for all DACs. This training event is required for all DACs to prepare for spring testing and will focus on new and clarified information from the [Procedures Manual](#) for the 2023–24 school year.

MDE is offering two virtual training sessions: Dec. 12 (9 a.m.–noon), and Dec. 13 (1–4 p.m.). MDE will also post a pre-recorded training to the [Learning Management System](#) (LMS) on Dec. 15 if DACs are unable to attend either of the virtual training sessions.

Registration links will be provided in the Nov. 29 *Assessment Update*. Please note: MDE aims to deliver accessible trainings and presentations for participants. If you anticipate needing accommodations, please contact mde.testing@state.mn.us. MDE requests a two-week advance notice to provide accommodations and 48-hour notice to cancel them. If the request comes within two weeks of the event, MDE will still make an effort to provide the accommodation.

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Upcoming Opportunities

November Q&A Session: Pretest Editing

As communicated in the Oct. 25 *Assessment Update*, MDE will host a Q&A Session on: Pretest Editing on Nov. 28, 2–3 p.m. The Pretest Editing training will be posted in the Learning Management System (LMS) on Nov. 17. This is not a required training, but does provide general information about the Pretest Editing stage, along with details on how to complete Pretest Editing tasks.

Please refer to the Oct. 25 [Assessment Update](#) for more details including prerequisites, registration links, and links to submit questions prior to the Q&A session.

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Odds and Ends

Thanksgiving Holiday

In observance of the Thanksgiving holiday, MDE will be closed next week on Thursday and Friday, Nov. 23–24. There will be limited staff availability on Nov. 22.

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ACADEMIC STANDARDS, INSTRUCTION AND ASSESSMENT

Minnesota Department of Education

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

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