AN UPDATE FROM ACADEMIC STANDARDS, INSTRUCTION AND ASSESSMENT—FEB. 8, 2023

QUICK LINKS	IMPORTANT DATES
• WIDA AMS: Tasks and Resources • Reviewing User Accounts in PearsonAccess Next • Monitoring Training Completion • Medical Excuse Audit Findings • Upcoming Opportunities • Odds & Ends	**Jan. 9–March 24:** *Complete administration tasks in WIDA AMS* **Jan. 30:** *ACCESS/Alternate ACCESS testing window opened*

WIDA AMS: Tasks and Resources

Manually Adding Students

When districts need to manually add any English learners directly into WIDA AMS (for example, a newly enrolled student), ensure all student information entered matches student enrollment data submitted to MDE—including the student's date of birth and gender—to decrease discrepancies in Test WES during Posttest Editing. For more information, consult the *WIDA AMS User Guide*, starting on page 64. (The user guide is located on the WIDA AMS website (No log in required. In the second paragraph under the first heading, select "WIDA AMS Library (login not required)" > on the Training Materials page, click the Show Documents button to display all documents > from the list of documents, locate the WIDA AMS User Guide.)

If the student will need to use a Writing Response Booklet or a paper test booklet, a District/School label must be used and the student's demographic information indicated on the booklet in pencil. Not all fields are required for Minnesota, use the list of student demographic information fields on page 175 of the *Procedures Manual*. Ensure that all hand-bubbled information is accurate. Confirm that there are no additional markings or bubbled information (such as Do Not Score codes) on the test booklets that may affect how the test booklet is scanned or scored.

Additional Orders

As a member of the WIDA consortium, WIDA requires member states to limit the number of additional orders to reduce waste and keep shipping costs down for all members. WIDA requests that districts try to place only one additional order per year. Note that materials that are only available in additional orders (human reader script

for example) are not included in the count of additional orders. MDE will follow up with DACs when multiple additional orders are placed to confirm the need for additional materials.

When placing additional orders, DACs must use the "District-Level Additional Orders Only Site-WWW" in the school drop-down. Do not choose a school name in the drop-down when ordering. Additional guidance on placing additional orders can be found in *Tips for Placing Your Additional Materials Order*, which is available in the WIDA Secure Portal, under Resources (enter "tips" in the Search Box).

Indicating Test Codes and Accommodations

For students that need an accommodation or test code (referred to as Do Not Score codes in WIDA AMS), districts indicate those in WIDA AMS during the testing window. Detailed information about indicating accommodations starts on page 59 of the *WIDA AMS User Guide*, and information about indicating test/Do Not Score codes starts on page 62.

Note: Certain test codes (such as Not Enrolled (NE), and Medical Excuse (ME)) can only be indicated during Posttest Editing in Test WES; for more information, refer to the *Test Codes* section in the *Procedures Manual*, starting on page 217.

Monitoring Test Administration across the District

In order to monitor the status and progress of testing across schools, DACs can use the following resources as described in the *WIDA AMS User Guide.*

- **Student Status Dashboard**: The Dashboard displays student testing status by school and includes filter options by testing status, grade, domain, and assessment. More information starts on page 76.

- **Status Reports**: WIDA AMS provides a number of status reports you can use to track testing activity for a test administration in a particular district and school. During testing, these reports are updated daily at the end of each testing day for the online assessments. For details about the contents of the status reports, refer to the table on page 138.

- **Online Testing Statistics Report**: View reports by student/grade or date with the Online Testing Statistics reports, which are described on page 139.

Reviewing User Accounts in PearsonAccess Next

District Assessment Coordinators (DACs) must annually review users in PearsonAccess Next within their districts to ensure accounts are up to date and current. DAC and Assessment Administrator (AA) users can create and restore accounts in PearsonAccess Next. User accounts can be created and maintained either manually or through a file export/import. Instructions are available in the *PearsonAccess Next User Accounts Guide*. Additionally, the *User Account Management in PearsonAccess Next* infographic contains helpful tips for managing user accounts within the district.

Please note the following reminders:

- For security purposes, passwords automatically expire every 180 days. Users should follow the instructions in the auto-generated emails to reset their password or use the Forgot Password feature.

- User accounts are now disabled after 365 days of inactivity. Disabled accounts can be enabled by DACs or AAs either manually or through a file export/import.

- User accounts are now deleted after 550 days of inactivity. Deleted accounts can now be restored manually or through a file export/import in PearsonAccess Next by the DAC or AA.

Contact the Pearson help desk with any questions at 888-817-8659 or submit a Pearson help desk request online.

Monitoring Training Completion

The DAC is responsible for ensuring that all individuals who may be associated with any aspect of test administration or test content receive training on test administration and test security policies and procedures each school year prior to testing. It is considered a security violation if untrained staff are involved in testing in any way. Each district determines their own timelines for when training must be completed in each school. While staff, like Test Monitors, must be trained before they administer or monitor tests, consider other test administration tasks that may occur earlier, like handling secure materials or preparing technology.

Additional information is available in pages 162–163 of the *Procedures Manual*.

Medical Excuse Audit Findings

Annually, MDE will request copies of the documentation kept when the Medical Excuse (ME) test code is indicated, which must include the documentation provided by a licensed medical professional indicating there was a medical emergency preventing the student to test. This review is conducted based upon multiple factors determined internally. The review examines the decision-making process the district used to indicate the ME test code and the supporting documentation.

The Test Security and Data Integrity team in the Academic Standards, Instruction, and Assessment division is in the process of conducting this audit. While formal feedback is now being compiled and will soon be sent to specific districts, a few reminders are worth noting.

- First, prior to any indication of a ME code in Posttest Editing, all necessary information needs to be gathered and reviewed by the district to verify if the circumstance qualifies.

- Second, all four factors listed on page 209 the *Procedures Manual* need to be met for a ME code to be used. It also should be noted that sickness and illness that causes a student to be absent at home does

not meet requirements for the ME code. The default for a student who is home sick should be ABS (Absent) unless there are specific circumstances that meet all four of the ME requirements.

- Last, students who are homebound are expected to participate in statewide assessments as they are receiving educational services. Unless there are specific additional circumstances that meet all 4 ME requirements, the default for a homebound student should not be to use the ME code. Additional information is available starting on page 209 of the *Procedures Manual.*

Additional information on monitoring and audits is available in Chapter 5 of the *Procedures Manual.*

Upcoming Opportunities

February Q&A Session: Precode and General Test Administration

MDE will host a virtual Q&A session for DACs on Tuesday, Feb. 14, from 2–3 p.m. that will focus on precode, general test administration, and preliminary results. New and experienced DACs are welcome to attend. Register for February Q&A Session. Details for joining are provided once participants register.

The prerequisites for the February Q&A session are the following:

- *Understanding Student Precode Training*, which is posted on the Training Management System (TMS) (on the District Assessment Coordinator tab, under New DAC training)

- Sections from Chapter 11 (*Use of Results from Service Provider Systems* and *Abiding by the Embargo* sections) of the *Procedures Manual*.

MDE collects questions from DACs prior to the event to help prepare and find relevant resources to share. After completing the prerequisites, please submit questions for the February Q&A Session. Q&A Sessions will not be recorded nor will CEUs be provided as these are an additional support rather than a training event.

Odds & Ends

Graduation Requirements Records (GRR) System

The GRR system, which is used by district to request reimbursement for students participating in college entrance exam after student results have been received, is currently unavailable for maintenance. We will announce in a future *Assessment Update* when maintenance has been completed and districts can access it to submit requests for reimbursement.