

AN UPDATE FROM ACADEMIC STANDARDS, INSTRUCTION AND ASSESSMENT — FEB. 7, 2024

QUICK LINKS	IMPORTANT DATES
<ul style="list-style-type: none"> • WIDA AMS: Tasks and Resources • Reviewing User Accounts in PearsonAccess Next • MDE Employment Opportunities and Staffing Changes • Upcoming Opportunities • Tech Update 	<p>Jan. 8–March 22: Complete administration tasks in WIDA AMS</p> <p>Jan. 22–March 15: Order additional paper test materials in WIDA AMS</p> <p>Jan. 29–March 22: ACCESS and WIDA Alternate ACCESS testing window</p>

WIDA AMS: Tasks and Resources

Manually Adding Students

When districts need to manually add an English learner into WIDA AMS (for example, a newly enrolled student), ensure that all manually entered student information exactly matches student enrollment data submitted to MDE—including the student’s date of birth and gender—to avoid discrepancies in Test WES during Posttest Editing. For more information, consult the Student Management section of the *WIDA AMS User Guide*, which is located on the [WIDA AMS](#) website. No login is required to access technical and test administration materials.

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 must be indicated on the booklet in pencil. Not all fields are required for Minnesota; use the list of student demographic information fields found under *Verifying and Correcting Student Information for Testing* in Chapter 8 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 booklet that may affect how the test booklet is scanned or scored.

Additional Materials Orders

As a member of the WIDA consortium, WIDA requires member states to limit the number of additional materials orders to reduce waste and shipping costs. WIDA and MDE request that districts try to place only one additional materials order per year. Note: Materials that are only available in additional materials orders, such as the human reader script, are not included in the count of additional materials orders. WIDA/DRC automatically

includes a 15% overage of paper materials with each initial order of over 10 tests. As explained in Chapter 7 of the [Procedures Manual](#), DACs should use both the district and all-school overages before placing additional materials orders. MDE will follow up with DACs when multiple additional materials orders are placed in WIDA AMS.

When placing additional materials orders, use the “District-Level Additional Orders Only Site-WWW” in the school drop-down. All additional orders should come from the district only—please do not select a school name in the drop-down menu when ordering. For more information, consult the Materials Menu section of the *WIDA AMS User Guide*.

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. For more information on accommodations, consult the Student Management section of the *WIDA AMS User Guide*. For more information on test codes, consult the Test Management section of the *WIDA AMS User Guide*. 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 Chapter 9 of the [Procedures Manual](#).

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 can be found in the Student Export/Transfers/Validations section.
- **Status Reports:** WIDA AMS provides a number of status reports that can be used 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 ACCESS Online. For details about the contents of the status reports, refer to the Report Delivery Menu section.
- **Online Testing Statistics Report:** View reports by student/grade or date with the Online Testing Statistics reports, which are described in the Report Delivery Menu section.

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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. 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 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 deleted after 550 days of inactivity. Deleted accounts can 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](#).

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MDE Employment Opportunities and Staffing Changes

The Academic Standards, Instruction and Assessment division is currently seeking candidates for two open positions to support the division in providing high quality standards, instruction, and assessment. These positions are open due to staffing changes within the Communications and Program Management (CPM) team. Linda Sams will be retiring in summer 2024, with Jenn Burton transitioning into the role of Operations Manager and Megan O'Reilly transitioning into the role of CPM Supervisor. These open positions will fill Jenn's (Cross Program Communication Specialist) and Megan's (Training and Graphics Specialist) former roles.

Both postings are currently open now until Feb. 26. Note: Due to system maintenance, the MDE Careers website will be unavailable from 5 p.m. Feb. 15 through 6 a.m. Feb. 20.

- **Cross Program Communication Specialist, Job ID 73632.** This position is responsible for managing, conducting oversight, providing guidance and delegating activities in the development of resources and trainings used statewide for Minnesota statewide assessments; creating and implementing policy, guidance, procedures to ensure adherence to statewide-standardized assessment best practices and state and federal testing requirements, and implementing quality assurance standards, processes and controls across assessments and monitors vendor services and product for quality.
- **Training and Graphics Assessment Specialist, Job ID 73633.** This position is responsible for designing and implementing training, training materials and visual resources to accurately and concisely communicate legislative requirements, policies, procedures and purpose of Minnesota's statewide assessments; gathering feedback from educational partners; and building relationships and actively collaborating with division and agency staff to meet training and communication goals.

If you are interested (or know someone who may be interested) in a new and challenging opportunity, consult the position descriptions and application instructions on the State of Minnesota Careers website. Visit the [State of Minnesota Careers](#) website for more information and to apply.

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Upcoming Opportunities

February Q&A Session: Precode, Preliminary Results, and General Test Administration (repeat)

MDE will host a virtual Q&A session for DACs on Feb. 13, from 2–3 p.m. that will focus on precode, preliminary results, and general test administration. New and experienced DACs are welcome to attend. [Register for the February Q&A Session](#). Details for joining are provided once participants register.

The prerequisites for the February Q&A session are *Understanding Student Precode Training*, which is posted in the [Learning Management System](#) (LMS), and the following sections from Chapter 11 of the [Procedures Manual: Use of Results from Service Provider Systems](#) and *Abiding by the Embargo*.

MDE collects questions from DACs prior to the event to help prepare and find relevant resources to share. After reading the chapters, [submit questions for the February DAC Q&A Session](#). Q&A Sessions will not be recorded nor will CEUs be provided as these are considered additional supports rather than training events.

MTAS Coffee Break Series

The Academic Standards, Instruction, and Assessment Division will host a series of virtual coffee break sessions for MTAS test administrators and special education staff to ask any questions around alternate assessment, share your feedback, and connect with other special education staff from across the state. Bring your questions and any feedback you have to share at this informal time focused around alternate assessment.

Join us via Zoom for the next Coffee Break on Tuesday, Feb. 13, from 4–5 p.m. Please [register for the coffee break](#). This month we will be discussing the MTAS 2024 administration trainings, Learner Characteristics Inventory (LCI) and planning for administration. The topic for our Coffee Break on March 12 will be MTAS Field Audits and a demonstration of the Alternate MCA Online Format that will be available for Spring 2025 for Science.

We will be meeting the second Tuesday of each month during the school year. You only need to register once to join any of the monthly Coffee Breaks that work for you. The remaining Coffee Break dates for this year are: March 12, April 9, and May 14 at 4 p.m. For more information, contact Alt.Assessment.MDE@state.mn.us.

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Tech Update

iPadOS 17.3 Update

Apple released the iPadOS 17.3 operating system (OS) update on Jan. 22.

With the ACCESS testing window currently open, districts will need to determine when to update if testing on devices running iPadOS 17.

For ACCESS, DRC attempts to complete testing and verification of minor release versions within 30 days of their release and will fully support these versions as soon as DRC completes testing and verification. This version is not yet fully supported. For more information, sign in to [WIDA AMS](#). On the landing page, select the tile for "Install and Configure Testing Software" to see the current list of supported operating systems. For questions, contact the DRC help desk at WIDA@datarecognitioncorp.com or 855-787-9615

For MCA, Pearson released a required TestNav app update on Feb. 1 for these devices. Districts will want to ensure TestNav is updated prior to MCA testing starting on March 4. A [technical bulletin](#) is available for more information.

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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

If you have any questions or want to unsubscribe, please send an email to mde.testing@state.mn.us.