

AN UPDATE FROM ACADEMIC STANDARDS, INSTRUCTION AND ASSESSMENT — MARCH 20, 2024

QUICK LINKS	IMPORTANT DATES
<ul style="list-style-type: none"> <li>• <a href="#">ACCESS and WIDA Alternate ACCESS Testing Window Closing</a></li> <li>• <a href="#">MCA/MTAS Irregularities</a></li> <li>• <a href="#">Assessment Security Record and Test Administration Report</a></li> <li>• <a href="#">District Testing Calendar Reminder</a></li> <li>• <a href="#">Class of 2023 Graduation Release</a></li> <li>• <a href="#">Upcoming Opportunities</a></li> </ul>	<p><b>March 4–May 3 (May 10 Science MCA only):</b> <i>MCA/MTAS testing window</i></p> <p><b>March 22:</b> <i>End of ACCESS and WIDA Alternate ACCESS testing window</i></p> <p><b>March 22:</b> <i>Last day to complete administration tasks in WIDA AMS for ACCESS and WIDA Alternate ACCESS</i></p> <p><b>March 29:</b> <i>Deadline to ship paper ACCESS and WIDA Alternate ACCESS test materials to DRC</i></p>

## ***ACCESS and WIDA Alternate ACCESS Testing Window Closing***

This Friday is the last day of the ACCESS and WIDA Alternate ACCESS testing window. All domains of the test must be completed by the end of the school day on Friday.

The deadline for shipping all ACCESS and WIDA Alternate ACCESS secure test materials back to DRC is March 29. This deadline must be followed to ensure all paper tests can be scanned and scored before data is provided to MDE. If you do not have a regular UPS pickup, contact UPS at 866-857-1501 at least one day before you want a pickup scheduled. Scheduling pickup for the same day will result in UPS asking the school to pay an additional charge. For more instructions on returning materials, refer to the Returning Test Materials section of the *ACCESS for ELLs District and School Test Coordinator Manual*, which can be found under Resources of the [WIDA Secure Portal](#).

## **Checking Booklets for Additional Markings**

For all paper test materials, confirm there are no additional markings or bubbled information inside the test booklets or on the back cover. Inadvertent markings and/or incorrect bubbling by students can affect how the test booklet is scanned and scored (for example, if the wrong grade is bubbled or if a Do Not Score code is bubbled in, the student’s test may not be scored correctly).

## WIDA Alternate ACCESS Scoring

When scoring the WIDA Alternate ACCESS, remember that the test administrator should fill in only one response per task. If multiple responses are bubbled in, the student does not receive a score for that task. Before returning test booklets to DRC, ensure that only one response has been marked for each task for all four domains.

## Implications of Returning Materials Late

Any materials returned to DRC after March 29 will be processed as a late return. Late returns will not be scored before test results are provided to MDE, and the following will be unavailable or incomplete for any domain taken on paper (such as writing booklets for students in grade 1–5 and all domains in Kindergarten):

- Early student-level results (used by EL staff to make decisions about instruction or placement)
- Assessment records for Posttest Editing in Test WES
- Embargoed and final release of data
- All accountability calculations
- Score appeal, transcription request or test booklet search
- Individual Student Reports (ISRs)—delayed until straggler file is sent in late fall

## Non-Secure Materials

To reduce shipping costs, the following materials can be securely destroyed: *District and School Test Coordinator Manuals*, *Test Administrator Manuals*, *Grades 4–12 Online Test Administrator Scripts*, and school box range sheets.

Note: Preprinted student labels contain student information and must be securely disposed within two business days after the close of the testing window.

Please contact DRC at [WIDA@datarecognitioncorp.com](mailto:WIDA@datarecognitioncorp.com) or 855-787-9615 with any questions or concerns about returning test materials. To track the return of secure test materials, districts can use the Return Materials Receipt Report in [WIDA AMS](#) (Log in to WIDA AMS > My Applications > Materials > Return Materials Receipt Report).

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## MCA/MTAS Irregularities

MDE provides districts a resource called MCA/MTAS Irregularities, which outlines some situations and misadministrations that may occur during testing and require additional action. This resource is posted on the

[Policies and Procedures](#) page of PearsonAccess Next. In most cases, the DAC will contact the [Pearson help desk](#) and provide detailed information about the issue. While not an exhaustive list, this document describes many situations that arise during testing and will help the district know the proper action to take.

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## ***Assessment Security Record and Test Administration Report***

For all statewide testing administrations (MCA/MTAS and ACCESS/WIDA Alternate ACCESS), Assessment Security Records (ASRs) and Test Administration Reports (TARs) are methods for documenting certain occurrences during testing. ASR has replaced the Test Security Notification (TSN) terminology of previous test administrations. Detailed information starts on page 124 of the [Procedures Manual](#).

### **Assessment Security Record**

The Assessment Security Record (ASR) is used for reporting test security violations related to statewide assessments, and they must be submitted in Test WES by the DAC. Test security violations involve actions that jeopardize the integrity of test results and/or give an unfair advantage to a student or group of students, including, but not limited to, leaving test materials unsecured, discussing secure test items with staff or students, distributing secure test content via email or social media, and reviewing or changing student responses.

When a potential security violation occurs, DACs must contact MDE at 651-582-8674 or [mde.testing@state.mn.us](mailto:mde.testing@state.mn.us) no later than 24 hours after the violation occurs. MDE will advise on whether an ASR must be submitted. More information about how to submit an ASR is available in the [Submitting Assessment Security Records in Test WES](#) help document.

### **Test Administration Report**

The Test Administration Report (TAR) is used to record the occurrence of a special circumstance (for example, the district uses a sign language interpreter or translator for test directions), misadministrations (for example, a student is administered the incorrect test or accommodation), and reasons for invalidations. In addition, the information documented on TARs can assist with questions from district staff and parents regarding special circumstances or misadministrations when student results are available.

A copy of the TAR is available on page 284 of the [Procedures Manual](#), but districts may use their own template for collecting the information required on a TAR (such as electronically).

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## ***District Testing Calendar Reminder***

Districts are required per state and federal statute to post a comprehensive testing calendar on the district website by Oct. 1, and must update it in a timely manner with any changes that may occur after its posting.

MDE reviews testing calendars and will communicate directly with the DAC if MDE determines that the testing calendar is not available or incomplete. Please verify your website and ensure that a testing calendar is both available and up to date for schools across the district. Detailed information on the core requirements can be found in the [Procedures Manual](#) starting on page 140.

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## ***Class of 2023 Graduation Release***

Graduation data for the 2022–23 school year will be released to the public on March 28.

Secure rosters with student-level and local summary data are currently available on the [Graduation Rate Roster](#) (MDE Home Page > Data Center > Secure Reports > Graduation Rate Roster). Users must have access to Accountability Secure Reports in order to access these rosters, and the data in the rosters is embargoed until March 28.

A webinar for district and charter school data and communications staff will be held twice to share information about the graduation rate calculation and initial thoughts on communication. Please click the link at the appropriate time to join the webinar:

- [March 21, 10–11 a.m.](#)
- [March 26, 11 a.m. –noon](#)

Media will receive embargoed access to data on March 26 and may reach out prior to the public release. However, media cannot run any stories until the embargo lifts on March 28.

Please contact Michael Diedrich, ESEA Policy Specialist, at [michael.diedrich@state.mn.us](mailto:michael.diedrich@state.mn.us) or 651-582-8332 with any questions.

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## *Upcoming Opportunities*

### **March Q&A Session: Closing ACCESS Administration and General MCA/MTAS Test Administration (repeat)**

MDE will host a virtual Q&A session for DACs on March 26, from 2–3 p.m. that will focus on the ACCESS window closure and general MCA/MTAS administration. New and experienced DACs are welcome to attend. [Register for the March Q&A Session](#). Details for joining are provided once participants register.

Chapter 10 (After Test Administration) of the [Procedures Manual](#), focusing on ACCESS, is the prerequisite for the March Q&A session.

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 March Q&A Session](#). Q&A Sessions will not be recorded nor will CEUs be provided as these sessions are an additional support rather than a training event.

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#### **ACADEMIC STANDARDS, INSTRUCTION AND ASSESSMENT**

Minnesota Department of Education

[education.mn.gov](http://education.mn.gov) > District, Schools and Educators > Teaching and Learning > Statewide Testing

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