

AN UPDATE FROM ACADEMIC STANDARDS, INSTRUCTION AND ASSESSMENT — MARCH 27, 2024

QUICK LINKS	IMPORTANT DATES
<ul style="list-style-type: none"> • ACCESS and WIDA Alternate ACCESS Shipping Deadline • MTAS Administration Reminders • Manually Adding Students in Test WES • Preferred Name in PearsonAccess Next • Feedback Requested for the Assessment Report Redesign 	<p>March 4–May 3 (May 10 Science MCA only): <i>MCA/MTAS testing window</i></p> <p>March 29: <i>Deadline to ship paper ACCESS and WIDA Alternate ACCESS test materials to DRC</i></p>

ACCESS and WIDA Alternate ACCESS Shipping Deadline

The deadline for shipping all ACCESS and WIDA Alternate ACCESS test materials back to DRC is this Friday.

If you do not have a regular UPS pickup, you must contact UPS to arrange shipping 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. 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](#), for instructions on returning materials.

Note: ACCESS Online grades 4–12 *Test Administrator Scripts*, *Test Administrator Manuals*, and *District and School Test Coordinator Manuals* are considered non-secure test materials and do not need to be returned. They can be recycled.

Preparing Materials for Shipping

Confirm that every test booklet containing student responses has a Pre-ID or District/School label in the upper right corner of the front cover. Any test booklet that does not have a label with a barcode in the correct place will not be processed and the student will not receive a score.

If using a District/School label, you will need to bubble in the following information with a number 2 pencil:

- Last Name
- First Name
- Middle Initial
- District Name
- School Name
- State Name Abbreviation
- Birth Date (MM/DD/YYYY)
- Grade Level
- Gender
- State Student ID Number (MARSS/SSID number)
- District Student ID Number (MARSS local use number, if used in the district)

The Date of Testing field is optional; the date the test was completed for the student may be indicated in situations where the student has left the district and did not complete all four domains.

Note: 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 incorrect grade or a Do Not Score code is bubbled in, the student's test may not be scored correctly).

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

MTAS Administration Reminders

Documenting MTAS Reading Access Mode

On the MTAS, Test Administrators need to document how students accessed each reading passage on the [Data Collection Form](#). The Access Mode on the reading section of the *Data Collection Form* needs to be entered online. The options to select are:

- Test Administrator read passage aloud to student
- Student read passage along with Test Administrator
- Student read passage independently

It is important to enter the Access Mode online, as it ultimately appears on each student's ISR to give parents/guardians with information on how their student accessed the Reading MTAS passages.

MTAS Administration Reminder

When administering the MTAS, if a student does not answer or answers incorrectly during the first presentation of the task, follow this procedure:

Present the task for 3 points, reading the bold text in the [Task Administration Manual](#) and following the instructions to present the Presentation Pages and Response Option Cards to the student. Repetition and refocusing are allowed prior to a student response. If the student answers correctly, indicate a score of 3 and move on to the next task.

If the student does not answer or answers incorrectly, present the task a second time, providing additional support as scripted in the *Task Administration Manual* and presenting the Presentation Pages and Response Option Cards. Once the additional support has been provided, the highest score the student can receive for a correct response on the task is 2.

- If the student answers correctly, indicate a score of 2 and move on to the next task.
- If the student provides an incorrect answer related to the task, indicate a score of 1 and move on to the next task. To receive a score of 1, the student response must be clearly connected to the specific task.

Manually Adding Students in Test WES

In general, manually adding a student in Precode Student Eligibility should not be used in place of student enrollment data submissions to add students for testing. This is because if a student record is manually added or changed in Test WES, then that student information will be used instead of the information submitted to MDE. Any additional updates in enrollment information, like a change in grade or school, will no longer be automatically sent in precode for that student. Because of this, districts should ensure that the manually entered records are free of data entry errors.

However, there may be cases where a record needs to be manually added or changed (for example, when student enrollment data will not be submitted before testing or a student needs to test the next day or a home-schooled student has requested to test with the district). Ensure any student information manually added or changed matches student enrollment data submitted to MDE. Manual changes should be considered as a workaround for adding students for testing and not a routine practice. Detailed instructions on how to add a student manually to precode records are available in the *Test WES Precode User Guide*, posted on the [Test WES](#) page of the MDE website, starting on page 12.

Any records you manually add or change in Test WES affect only how a student is sent in precode for testing. It does not edit or change district student enrollment data.

In order for students to be loaded in PearsonAccess Next for online testing or data entry, any student enrollment updates must be submitted at least **two business days in advance**. Once data is submitted to MDE, it is gathered overnight and is available the next business day in Test WES for districts to make edits in Precode Student Eligibility (such as, changing schools) or Pretest Editing (such as, changing test assignments or universal supports/accommodations) before it is sent to Pearson.

Many districts use a student information system to view and manage student data. Keep in mind that this data in the district's systems is not necessarily the same information that has been submitted to MDE through MARSS A/B files. If there are discrepancies, use available comparison reports to compare the data submitted through MARSS A/B files and synced with Ed-Fi, as Ed-Fi data is synced directly from the district student information system. Additional information is available on the [Ed-Fi](#) page of the MDE website.

[Back to Top](#)

Preferred Name in PearsonAccess Next

Students' preferred first, middle, and last names can be edited in Test WES, but PearsonAccess Next and TestNav only display the preferred first name in most instances. To ensure the student's preferred first name is displayed, it is recommended that the preferred name is added in Test WES before adding a student to a test session in PearsonAccess Next.

When a preferred name is added to a student's record in Test WES after the student has been added to a session that has been prepared/started, the preferred name will display in PearsonAccess Next and on the student testing ticket, but not in TestNav upon the student's initial login. Student name information is provided

to TestNav when the session is prepared/started. When a preferred name is added to a student already in a prepared/started session, it is not immediately communicated to TestNav. Please take the following actions in PearsonAccess Next:

- If noted prior to the student starting testing, remove and then re-add the student to the test session.
- If noted by the student after they have started testing, have the student exit the test. Resume the student's test in PearsonAccess Next. The student's preferred name will be displayed in TestNav when the student resumes testing.

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

[Back to Top](#)

Feedback Requested for the Assessment Report Redesign

Do you have ideas about how the statewide assessment results could be reported to the public, families, and to school or district staff? MDE is beginning the process of redesigning the statewide assessment reports. This includes evaluating how student results are organized and communicated across each report (including labels like “does not meet” or “exceeds the standards,” and how results are reported for new assessments based on revised standards). The redesigned reports will be available for the first time in summer and fall 2025.

MDE is partnering with various professional organizations representing students, families, educators, and leaders across the education system to develop a statewide survey aimed at gathering feedback about how various user groups are using the assessment reports. We value your feedback specifically as District Assessment Coordinators, as you are critical users of the statewide assessment results. Your expertise and nuanced understanding of the technical aspects of the results and reports is invaluable. We appreciate your time in completing the survey as well as sharing the link with your staff and educational partners.

The online survey will open April 12, and will close on May 19.

A survey link will be included in the April 17 *Assessment Update*. Some groups, including DACs, may also receive the survey link directly via email. This email will include draft communication messages for sharing survey information with staff and in district newsletters or communications. We thank you in advance for your support in gathering this initial feedback.

There will be additional opportunities for you to provide feedback after the survey closes this spring. Targeted feedback groups will be organized this summer to gather feedback about specific reporting elements. Then, next school year from September 2024–June 2025, we will organize a series of targeted focus groups to gather feedback on each report planned for the next series of assessments.

Please reach out to mde.testing@state.mn.us with any questions about the survey or feedback process.

[Back to Top](#)

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.