Assessment Update

MINNESOTA DEPARTMENT OF EDUCATION

QUICK LINKS	IMPORTANT DATES
- Key Resources and Who to Contact - Graduation Requirement Records Q&A Session - District Monitoring of Test Administration 2024–25 Parent/Guardian Participation Guide and Refusal Information Update and Clarification	**April 30 (noon):** *Deadline to order additional MTAS (all subjects), and Mathematics and Reading MCA paper test materials in PearsonAccess Next* **May 3:** *End of* the *MTAS (all subjects) and Mathematics and Reading MCA testing window* **May 7 (noon):** *Deadline to order additional Science MCA paper test materials in PearsonAccess Next* **May 10:** *End of the Science MCA testing window*

Key Resources and Who to Contact

MDE and Pearson work together to provide support to Minnesota districts and charter schools for MCA and MTAS test administrations. Use the following information as a guide to help determine where you can find relevant information and whether inquiries should be directed to Pearson or MDE.

Pearson

PearsonAccess Next resources are posted on the PearsonAccess Next website.

- The User Guides page includes:
  - The *MCA Online Testing User Guide*
  - The *MCA Data Entry User Guide*
  - MTAS administration resources: *MTAS Data Entry User Guide, Data Collection Form, Learner Characteristics Inventory*, and the *MTAS Task Administration Manual*
  - PearsonAccess Next resources: *PearsonAccess Next User Accounts Guide* and the *User Account Management in PearsonAccess Next* infographic
  - Shipping information, including: *Ordering Additional Test Materials* and *Viewing Test Materials Reports and Tracking Information*

- The *Testing Directions* for both online and paper administrations, including translations in Hmong, Somali, and Spanish are available on the [Testing Directions](#) page
- The *MCA/MTAS Irregularities* document is posted on the [Policies and Procedures](#) page

Contact the Pearson help desk at 888-817-8659 or submit a [Pearson help desk request online](#) for the following questions:

- Additional orders for MCA/MTAS materials
- Completing tasks in PearsonAccess Next (such as creating test sessions or entering MTAS Scores)
- PearsonAccess Next user accounts*
- Technology requirements/TestNav issues**

*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.

**If you have any questions about technology, you can request assistance from the Level 2 technical team when contacting Pearson. If you call Pearson, the person answering the call will still collect some initial details before transferring the call. Note: If students are actively testing and you experience a technical issue, be sure to call the help desk and ask for Level 2 technical support rather than submitting a help desk request. Let them know you have active testers and need to be immediately transferred to Level 2. You may also utilize Pearson's [Technology Office Hours](#) to schedule a one-on-one virtual meeting with one of Pearson's Field Service Engineers.

MDE

In addition to the [*Procedures Manual*](#), there are many resources available on the MDE website.

- The [District Resources](#) page includes documents and infographics designed specifically for DACs under the District Assessment Coordinator expandable header.
- Test WES resources, including the *Test WES Precode User Guide* and the *Test WES Pretest Editing User Guide*, are posted on the [Test WES](#) page.

Contact MDE at mde.testing@state.mn.us for the following questions:

- Universal supports and accommodations
- Decisions for alternate assessments
- High school Science MCA/MTAS participation
- Irregularities and misadministrations
- Minnesota test administration policies and procedures
- Precode Student Eligibility
- Scheduling
- Test codes (such as parent/guardian refusal, absent)
- Test security violations
- Test WES

- Training requirements

Graduation Requirement Records Q&A Session

MDE will host a virtual Q&A session or DACs on April 23, from 2–3 p.m. that will focus on submitting reimbursement requests for college entrance exams using the Graduation Requirement Records (GRR) system. Register for the GRR Q&A Session. The prerequisite for the GRR Q&A session is completion of the recorded GRR Training, which will be posted in the Learning Management System (LMS) on April 12.

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 GRR 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.

District Monitoring of Test Administration

MDE requires District and School Assessment Coordinators (or any of their designated, trained staff) to conduct random, unannounced observations of MCA testing rooms to confirm adherence to state and district policies and procedures by Test Administrators, Test Monitors, and other staff. Similar observations can be conducted for other aspects of test administration, like inventorying and organizing secure test materials, distributing test materials on the day of testing, and preparing technology for online testing.

Districts can use the *Minnesota Statewide Assessments Monitoring List* in Appendix C of the *Procedures Manual* or develop their own list as long as it reviews all the components provided in the *Procedures Manual* list. It is up to the district to determine how many schools and testing rooms to observe. This local requirement for district monitoring is not the same as when MDE conducts its random site monitoring visits, although they are done with the same monitoring list.

Monitoring of individual administrations (such as MTAS) is not required, but districts may include them in applicable portions of their monitoring, if desired.

2024–25 Parent/Guardian Participation Guide and Refusal Information Update and Clarification

The 2023–24 and 2024–25 *Parent/Guardian Participation Guide and Refusal Information* forms for statewide assessments are now both posted on the Student Participation page of the MDE website. As noted in the April 3, 2024 *Assessment Update*, the 2024–25 version of the form must be included in the 2024–25 student handbook.

The 2023–24 version is intended to be used during the spring 2024 testing season; however, districts can choose to accept the 2024–25 form from parents/guardians as the overall content of the form is the same.

Translated versions of the 2023–24 form are still available on the Translated Documents page of the MDE website. Information about the availability of translated 2024–25 forms will be provided in an upcoming *Assessment Update*.

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.