

AN UPDATE FROM ACADEMIC STANDARDS, INSTRUCTION AND ASSESSMENT — APRIL 17, 2024

QUICK LINKS	IMPORTANT DATES
<ul style="list-style-type: none"> <li>• <a href="#">Students Missing in PearsonAccess Next</a></li> <li>• <a href="#">ME Test Code and Homebound Students</a></li> <li>• <a href="#">Save the Date: DAC Feedback Sessions</a></li> <li>• <a href="#">May WIDA and DRC Webinar</a></li> <li>• <a href="#">MDE Employment Opportunities</a></li> <li>• <a href="#">Upcoming Opportunities</a></li> </ul>	<p><b>April 30 (noon):</b> <i>Deadline to order additional MTAS (all subjects), and Mathematics and Reading MCA paper test materials in PearsonAccess Next</i></p> <p><b>May 3:</b> <i>End of the MTAS (all subjects) and Mathematics and Reading MCA testing window</i></p> <p><b>May 7 (noon):</b> <i>Deadline to order additional Science MCA paper test materials in PearsonAccess Next</i></p> <p><b>May 10:</b> <i>End of the Science MCA testing window</i></p>

## Students Missing in PearsonAccess Next

Students must be registered for the correct tests in PearsonAccess Next before they can be added to online test sessions or assigned for MTAS or paper MCA data entry sessions. If a student is missing from PearsonAccess Next, review the information below and then contact [mde.testing@state.mn.us](mailto:mde.testing@state.mn.us) if the reason for this is still unclear.

## Precode Student Eligibility

If a student's test eligibility does not appear in PearsonAccess Next, first verify the student's information in [Test WES](#) under Precode Student Eligibility. Enter the student's MARSS/SSID number to check on the following possibilities:

- If blank demographic fields appear when you enter the MARSS/SSID number, either there is an issue with the student enrollment record submitted to MDE, or the student has not been submitted to MDE. Work with your MARSS Coordinator to correct any issues and resubmit student enrollment data.
- The student record is being sent in precode files for another district or school. The first column appearing in the Precode Eligibility table (at the bottom of the screen) is the district/school where the student record is being sent in precode. It may be necessary to manually change where the student will be testing, as needed, by selecting "Add" on the student's information.

Note: Manual adds in Test WES override enrollment data submissions.

More information on manually adding students to Test WES can be found in the [Test WES Precode User Guide](#).

## Timeline for Updates in PearsonAccess Next

Information for all students enrolled in a district or school is sent nightly from Test WES to Pearson in precode files throughout the testing windows. Any student enrollment data submissions to MDE are loaded into Test WES overnight and appear in PearsonAccess Next in two business days. Any updates or changes made in Test WES through Pretest Editing (such as, updating student test assignments or assigning or changing universal supports/accommodations) or Precode Student Eligibility (such as, manually adding a student or changing a student's school) will reflect in PearsonAccess Next the following business day.

## Operational Reports in PearsonAccess Next

If a student moves to a new district during the testing windows and is appearing in Test WES accurately along with sent precode files, but is not appearing in PearsonAccess Next to be assigned a test session, check the *Student Tests Not Associated with the Student Organization* operational report in PearsonAccess Next. This report includes information about whether the student started or completed a test in their previous district. Instructions for running this report are found in the *MCA Online Testing User Guide* located on PearsonAccess Next.

[Back to Top](#)

## ME Test Code and Homebound Students

Students who are homebound and receiving educational services are expected to participate in statewide assessments. A homebound student who does not participate in statewide assessments should have the appropriate test code indicated based upon the specific circumstances that exist.

The medical excuse (ME) test code is specific for situations where there is a medical emergency that incapacitates a student in a manner that the school cannot remedy with available accommodations or supports. Further information and the specific criteria for using the ME test code can be found starting on page 228 of the [Procedures Manual](#). Generally, a homebound student who is receiving educational services does not qualify for a medical excuse. Additionally, a student who is home sick does not qualify for a medical excuse and should be coded as absent (ABS). In cases with unique circumstances, reach out to [mde.testing@state.mn.us](mailto:mde.testing@state.mn.us) to verify the correct code.

For instances where medical excuse requirements are met, it is strongly recommended that the required information that is collected be organized using the *Sample Medical Excuse Documentation Form* found in Appendix A of the *Procedures Manual*. All medical excuse information must be retained for two years by the district.

[Back to Top](#)

## ***Save the Date: DAC Feedback Sessions***

MDE and Pearson are hosting optional in-person feedback sessions in May to gather information from District Assessment Coordinators (DACs). In these sessions, DACs will be able to provide feedback on the Learning Management System (LMS), and to engage in conversations about the transition to MCA-IV and future improvements of MDE systems and programs.

All DACs are welcome to join these sessions. We will be hosting three in-person sessions in different locations. Session dates and locations include: May 14 in Mankato, May 15 in St. Cloud, and May 16 in NE Minneapolis. These sessions will be from 9 a.m.–3 p.m. If you are unable to attend an in-person session, we will also be hosting a shortened virtual session from 1–3 p.m. on Friday, May 17. Registration links for in-person and virtual sessions will be provided in an upcoming *Assessment Update*.

[Back to Top](#)

## ***May WIDA and DRC Webinar***

WIDA and DRC will be hosting the following webinar in May:

- WIDA AMS and DRC Technical Enhancements for 2024–2025, May 21, 1–2 p.m.

More information, including the webinar link, can be found in the [WIDA Secure Portal](#) on the Webinars page. The recordings for WIDA Webinars are posted on the Webinars page within a week of the presentation.

[Back to Top](#)

## ***MDE Employment Opportunities***

### **District Communications Specialist in Statewide Assessments**

The Academic Standards, Instruction, and Assessment division is currently seeking a communications specialist to work on the Communication Program Management team. Emma Balow, the current District Communications Specialist for statewide assessments, will be transitioning into the Cross Program Communications Specialist position, formerly held by Jenn Burton.

This position is responsible for creating communications materials and guides related to the administration of statewide assessments, will manage the [mde.testing@state.mn.us](mailto:mde.testing@state.mn.us) mailbox, and will be the main contact for District Assessment Coordinators (DACs). If you or someone you know may be interested in a new and challenging opportunity, consult the position description and application instructions on the State of Minnesota Careers website. The Job ID is 75744, and the posting is open until May 6. Visit the [State of Minnesota Careers](#) website for more information and to apply.

## Academic Standards Team Supervisor

The Academic Standards, Instruction and Assessment division is currently seeking candidates for an Academic Standards Team Supervisor to support the division in providing high quality standards, instruction, and assessment. This position exists to ensure the high-quality revision of academic standards and support schools' and districts' standards-based instruction. This position is ultimately responsible for managing the standards revision process processes including scheduling, coordination with outside parties, and participating in rulemaking. If you or someone you know may be interested in a new and challenging opportunity, consult the position description and application instructions on the State of Minnesota Careers website. The Job ID is 75750, and the posting is open until May 2. Visit the [State of Minnesota Careers](#) website for more information and to apply.

[Back to Top](#)

## Upcoming Opportunities

### Graduation Requirement Records Q&A Session (repeat)

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 was 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.

[Back to Top](#)

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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

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