

AN UPDATE FROM ACADEMIC STANDARDS, INSTRUCTION AND ASSESSMENT—OCT. 19, 2022

QUICK LINKS

- [Required Distribution of Individual Student Reports \(ISRs\)](#)
- [Student Data Privacy](#)
- [User Account Management in PearsonAccess Next](#)
- [Upcoming Opportunities](#)

Required Distribution of Individual Student Reports (ISRs)

Individual Student Reports (ISRs) must be provided to parents/guardians no later than Dec. 1.

Each district decides if the paper copies of reports are distributed or if electronic versions are provided (through a secure family portal). If provided electronically, the final version from WIDA AMS or PearsonAccess Next must be used. If providing electronically, any paper reports received must be securely disposed of.

Districts determine how to distribute ISRs following best practices for data privacy. Regardless of how reports are distributed, districts should consider how to provide families with information (for example with a letter or flyer, or in discussions at conferences) about how the results are used in the context of other district and school information.

More information on ISRs and their distribution is available in Chapter 11 of the [Procedures Manual](#), starting on page 237.

[Back to Top](#)

Student Data Privacy

When contacting MDE or a service provider with a question about a specific student's test or situation, only use the student's MARSS/SSID (state student ID) number. For student privacy, **do not send student names or other identifiable information in an email or a help desk request**; this applies to screenshots or attachments as well.

If specific student data needs to be sent to MDE, districts can upload information securely using the File Transfer in Test WES.

[Back to Top](#)

User Account Management in PearsonAccess Next

District Assessment Coordinators (DACs) must annually review user accounts in PearsonAccess Next to ensure accounts are up to date. DAC and Assessment Administrator (AA) users can create, edit, delete, and enable other user accounts, as well as reset passwords, in PearsonAccess Next. User accounts can be created and maintained either manually or through a file export/import. For more information, refer to the *PearsonAccess Next User Accounts Guide* posted on the [User Guides](#) page of the PearsonAccess Next website.

Please note:

- DAC or Assessment Administrator (AA) users do NOT need additional roles added to their account. All permissions at their organization level (district or school) are included. Adding additional user roles may limit the permissions of the DAC or AA.
- For security purposes, passwords automatically expire every 180 days.
 - Users should follow the instructions in the auto-generated emails to reset their password or select Forgot Password on the [PearsonAccess Next](#) page of the PearsonAccess Next website.
 - DACs and AAs can reset other user passwords.
- **New for 2022–23:** User accounts are disabled after **365 days** of inactivity (previously was 240 days).
 - Confirm user accounts are still active prior to spring testing.
 - Disabled accounts can be enabled either manually or through a file export/import in PearsonAccess Next.
 - Once enabled, users must reset their password and log in to activate their account.
 - Encourage users to reset their passwords and log in to PearsonAccess Next several days before testing to confirm they can access PearsonAccess Next.
- **New for 2022–23:** User accounts are deleted after **550 days** of inactivity (previously was 390 days).
 - **New for 2022–23:** Deleted accounts can be restored manually or through a file export/import in PearsonAccess Next.
 - Once restored, most deleted accounts need to be enabled. Note: Restoring a deleted account through a file import automatically enables the account.
 - Once restored, users must reset their password and log in to activate their account.

A high-level overview of these tasks, including a proposed timeline for user management activities, is available in the *User Account Management in PearsonAccess Next* infographic posted on the [User Guides](#) page of the PearsonAccess Next website.

Additionally, a short video training, *User Management in PearsonAccessNext*, will be available in the [Training Management System \(TMS\)](#) (on the District Assessment tab under the Pearson Video Trainings category) on Friday, Oct. 21. This video training goes through the process of creating, editing, deleting, enabling, and restoring accounts, both manually and through a file upload.

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

[Back to Top](#)

Upcoming Opportunities

October Q&A Session: DAC Roles and Yearly Overview

MDE will host the first monthly virtual Q&A session for DACs on Tuesday, Oct. 25, from 2–3 p.m. New and experienced DACs are welcome to attend. [Register for the October DAC Q&A Session](#). Details for joining are provided once participants register.

The prerequisites for this Q&A session are the following chapters of the *Procedures Manual*:

- Chapter 2: Overview of Statewide Assessments
- Chapter 3: Roles and Responsibilities for Testing
- Chapter 5: Responsible and Ethical Practices to Maintain Test Security and Test Score Integrity

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 October DAC 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](#)

ACADEMIC STANDARDS, INSTRUCTION AND ASSESSMENT

Minnesota Department of Education

education.mn.gov > Districts, Schools and Educators > Teaching and Learning > Statewide Testing

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