

AN UPDATE FROM ACADEMIC STANDARDS, INSTRUCTION AND ASSESSMENT—MARCH 09, 2022

QUICK LINKS	IMPORTANT DATES
<ul style="list-style-type: none"> • Save the Date: New DACs March Q&A • ESSA State Plan Update • Student Data Privacy When Communicating with MDE • Students Moving Into or Out of the District during Testing • Indicating Test Codes for Students Who Do Not Test for ACCESS and Alternate ACCESS • Verifying Student Information for MCA/MTAS • TestNav System Requirements Updates • Test Security Notification and Test Administration Report • Who to Contact (DRC, WIDA, Pearson, MDE) • Resources for Families • Upcoming COMPASS Webinars • Tech Update 	<p>March 18: Last day to order additional ACCESS and Alternate ACCESS test materials</p> <p>March 25: End of the ACCESS and Alternate ACCESS testing window</p> <p>Feb. 22–May 3 (noon): Reading and Mathematics MCA and Reading, Mathematics, and Science MTAS additional test materials ordering window</p> <p>Feb. 22–May 10 (noon): Science MCA additional test materials ordering window</p> <p>March 7–May 6: Reading and Mathematics MCA and Reading, Mathematics, and Science MTAS testing window</p> <p>March 7–May 13: Science MCA testing window</p>

Save the Date: New DACs March Q&A

The March MDE Q&A webinar for New DACs will be held on Tuesday, March 29, from 2–3 pm. Experienced DACs are also welcome to attend. The prerequisite for this webinar is Chapter 10 of the [Procedures Manual](#) related to after testing activities for ACCESS and Alternate ACCESS. General questions about MCA and MTAS test administration will also be addressed.

Note: Q&A webinars are intended to provide a conversational setting where new DACs can receive support on existing resources and upcoming tasks. Q&A webinars are not recorded as they are not trainings and do not provide any new content, as all answers are available in the prerequisites.

[Back to Top](#)

ESSA State Plan Update

The following article was shared with superintendents and charter leaders.

On March 2, 2022, MDE submitted to the U.S. Department of Education an amendment to Minnesota's state plan under the Every Student Succeeds Act (ESSA). The amendment includes multiple changes to the state's accountability system. Some of these are temporary changes in response to the COVID-19 pandemic's effects on the availability and quality of data, and some are changes that community members, educators and school and district leaders have been requesting since the initial approval of Minnesota's ESSA state plan in 2018.

A [cover letter summarizing the amendment's changes](#) and the [complete redlined amendment](#) submitted to the U.S. Department of Education are available on MDE's website. The proposed changes were developed after engaging with community organizations, educators and school and district leaders followed by a public comment period.

The U.S. Department of Education must approve these changes before they can take effect.

[Back to Top](#)

Student Data Privacy When Communicating with MDE

When emailing MDE with a question about a specific student's test or situation, only use the MARSS/SSID number. For student privacy, do not send student names in the email, including screenshots or attachments.

[Back to Top](#)

Students Moving Into or Out of the District during Testing

Districts should attempt to test all students who are enrolled during the testing windows. If a student moves during a testing window and has not tested in their former district, the new district should test the student.

A student who moves from one district to another near the end of the testing window and has not yet taken the test should be tested if possible.

If a student moves from another state and was administered the other state's standards-based and/or English language proficiency accountability assessments, the student must be tested again in Minnesota if they are enrolled on the first day of the applicable testing window.

Refer to pages 197–198 of the [Procedures Manual](#) for additional information about students moving during the testing window.

New English Learners

The U.S. Department of Education (ED) does not allow exemptions for English learners who are new to Minnesota or to the country for statewide assessments. Any student who is identified as an English learner, as determined by the district, is required to participate in ACCESS/Alternate ACCESS. A paper administration of the ACCESS is available for English learners who have been enrolled in Minnesota schools for less than a year (first enrolled within 12 months of the first day of the ACCESS testing window) and have an English proficiency level of 2.9 or below on the ACCESS or a 2.5 or below on the WIDA Screener.

New students, included students who have just been identified as English learners, are also required to participate in the MCA/MTAS if applicable for the student's grade level.

[Back to Top](#)

Indicating Test Codes for Students Who Do Not Test for ACCESS and Alternate ACCESS

For students who will not participate in ACCESS or Alternate ACCESS, districts can indicate test codes (referred to as Do Not Score codes) directly in WIDA AMS during the testing window, or they can indicate the test codes in Test WES during Posttest Editing. Detailed information about indicating test/Do Not Score codes starts on page 61 of the *WIDA AMS User Guide*, which is located on [WIDA AMS](#). (No log in required. In the second paragraph under the first heading, select "click here (login not required)" > on the Training Materials page, click the Show Documents button to display all documents > from the list of documents, locate the *WIDA AMS User Guide*.)

Note: Certain test codes (i.e., Not Enrolled (NE), and Medical Excuse (ME)) can only be indicated during Posttest Editing in Test WES; for more information, refer to the *Test Codes* section in Chapter 9 of the [Procedures Manual](#).

[Back to Top](#)

Verifying Student Information for MCA/MTAS

Test Eligibility for MCA/MTAS

Students must be registered for the correct tests in PearsonAccess Next before they can be added to test sessions or assigned for MTAS data entry. Information for all students enrolled in a district or school is sent nightly to Pearson in precode files throughout the testing windows.

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 record in MARSS, or the student has not been submitted in MARSS. Work with your MARSS Coordinator to correct any issues and resubmit MARSS data.
- The student record is being sent in precode 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. If the student is dual-enrolled, verify which district or school will be testing the student and manually change the school where the student will be testing, as needed, by selecting “Add” on the student’s information.
- The student record has not yet been sent in precode to Pearson. If a student was recently submitted in MARSS, or if a change in Precode Student Eligibility was made recently, the record may not have been sent to Pearson yet. When changes are made through a MARSS update, the student information and test eligibility is typically available in PearsonAccess Next two business days after MARSS is submitted.

More information is included in the [2021–22 Test WES Precode User Guide](#).

Accommodations and Linguistic Supports for MCA

Districts can continue to make changes to accommodations and linguistic supports for MCA in Test WES throughout the testing window. Additional test materials can be ordered in PearsonAccess Next as needed. Refer to the [Ordering Additional Test Materials](#) resource posted on the PearsonAccess Next website for more information.

Districts must ensure accommodations/linguistic support codes affecting the tests students take online are indicated at least one business day prior to the student testing, including word-to-word pop-up translation codes for Mathematics and Science MCA (HM, SO, SP).

Students can only be added to a session if they are eligible for the test assigned:

- Only students with the script for Science MCA accommodation code (MS) will be eligible for Science Script test sessions.
- Only students with an accommodation code requiring data entry (e.g., 18, BR, HC) will be eligible for Data Entry test sessions.
- All other students, including those students requiring accommodated text-to-speech or word-to-word pop-up translations, will be eligible for a regular test session (e.g., Grade 07 Mathematics MCA).

Full details, including how to verify that the applicable codes appear in PearsonAccess Next, are included in the [MCA Online Testing User Guide](#) posted on the PearsonAccess Next website.

[Back to Top](#)

TestNav System Requirements Updates

Refer to the [Tech Update](#) section below for important information on iOS 15.

Test Security Notification and Test Administration Report

For all statewide testing administrations (MCA/MTAS and ACCESS/Alternate ACCESS), Test Security Notifications (TSNs) and Test Administration Reports (TARs) are methods of documenting certain occurrences during testing. Detailed information starts on page 110 of the [Procedures Manual](#).

Test Security Notification (TSN)

The TSN is used for reporting security violations related to statewide assessments; it must be submitted online in Test WES by the DAC. 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 security violation occurs, DACs contact Virginie Sanchez at 651-582-8674 or mde.testing@state.mn.us, no later than 24 hours after the violation occurs. More information about how to submit a TSN is available in the [Submitting Test Security Notifications in Test WES](#) help document.

Test Administration Report (TAR)

The TAR is used to record the occurrence of a special circumstance (e.g., the district uses a sign language interpreter or translator for test directions), misadministrations (e.g., 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 248 of the *Procedures Manual*, but districts may use their own template for collecting the information required on a TAR (e.g., electronically).

Who to Contact (DRC, WIDA, Pearson, MDE)

DRC

Contact DRC Customer Service at 855-787-9615 or WIDA@datarecognitioncorp.com on Monday–Friday, 6 a.m.–8 p.m. for the following:

- Additional paper test materials orders
- Session and student management in WIDA AMS
- Technology issues

WIDA

Contact WIDA Client Services Center at 866-276-7735 or help@wida.us on Monday–Thursday, 7 a.m.–7 p.m., Friday, 7 a.m.–5 p.m.* for the following:

- Preparing students for ACCESS/Alternate ACCESS testing
- Test administration manuals

*Beginning Monday, March 14, the WIDA Client Service Center will return to its regular spring/summer hours of operation, Monday–Friday, 8 a.m.–5 p.m.

Pearson

Contact Pearson help desk at 888-817-8659 or submit a [Pearson help desk request online](#) on Monday–Friday, 6 a.m.–7:30 p.m. (CST) for the following:

- Additional orders for MCA/MTAS materials
- Completing tasks in PearsonAccess Next (e.g., creating test sessions, entering MTAS data)
- PearsonAccess Next user accounts
- PearsonAccess Next user role responsibilities
- Technology requirements/issues for TestNav*
- Training Management System (TMS)

*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. You may also utilize Pearson’s [Technology Office Hours](#) and schedule a one-on-one virtual meeting with one of Pearson’s Field Service Engineers. 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.

MDE

Contact MDE at 651-582-8674 or mde.testing@state.mn.us for the following questions:

- Accommodations, linguistic supports, and general supports
- Decisions for alternate assessments
- Test codes (e.g., INV, ABS)
- Training requirements
- Minnesota test administration policies and procedures
- Misadministrations

- Scheduling
- Test WES
- Creation of a DAC account for WIDA and WIDA AMS
- Ordering additional district/school labels (ACCESS/Alternate ACCESS)
- Domain regeneration requests for online ACCESS
- Precode Student Eligibility (MCA/MTAS)
- High School Science MCA/MTAS participation

[Back to Top](#)

Resources for Families

Translations of the *2021–22 Statewide Assessments Family Letter MCA and MTAS* have been posted to the [Students and Families Statewide Testing](#) page of the MDE website (under the Translated Documents expandable header).

[Back to Top](#)

Upcoming COMPASS Webinars

The COMPASS Math team is partnering with [Quantile® Teacher Assistant](#) to provide three free webinars for Minnesota educators. The webinars will demonstrate how to use the Quantile program alongside current mathematics curriculums and how other resources can be connected. Each webinar will have the same content modified with examples for specific grade bands. [Registration for the upcoming COMPASS webinars is required.](#)

- Tuesday, March 22, at 3:45 p.m. (Grades K–5 examples)
- Tuesday, March 29, at 3:45 p.m. (Grades 6–8 examples)
- Tuesday, April 5, at 3:45 p.m. (Grades 9–12 examples)

[Back to Top](#)

Tech Update

TestNav System Requirements Updates

Pearson sent a memo to DACs and Technology Coordinators on March 3 to inform them that the TestNav System Requirements page has been updated with recently added operating systems (OS) support. The TestNav System Requirements page can be accessed from the [Technology](#) page on the PearsonAccess Next website. Select TestNav 8 Online support in the Additional Technology Resources, and then select Requirements and Guidelines in the TestNav Online Support site (under the Set up and Use TestNav header).

Support has been added for:

- Chrome OS 98
- Windows 11
- iOS 15.2* and higher

*For customers testing on iOS 15, Pearson is requiring iOS 15.2 (or above) as the minimum version. TestNav will block iOS versions 15.0 and 15.1 due to scanning and test security issues. Districts using iOS 15 should update all iPads to iOS 15.2 or above, or continue using supported iOS versions 13-14.x.

For further information, contact the Pearson help desk at 1-888-817-8659 or submit a [help desk request online](#).

[Back to Top](#)

ACADEMIC STANDARDS, INSTRUCTION AND ASSESSMENT

Minnesota Department of Education

education.mn.gov > Districts, 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.