

AN UPDATE FROM ACADEMIC STANDARDS, INSTRUCTION AND ASSESSMENT—MARCH 29, 2023

QUICK LINKS	IMPORTANT DATES
<ul style="list-style-type: none"> • ACCESS and Alternate ACCESS Shipping Deadline • Preferred Name in PearsonAccess Next • MTAS Administration Reminders • ACCESS Field Test Update • Manually Adding Students in Test WES • April Q&A: Postponed • Upcoming Key Dates for Posttest Editing and Early ACCESS/Alternate ACCESS Student Results • Soft Release of the MCA Student Readiness Tools (SRTs) • Meet with Alternate Assessment Specialists to Give Feedback and Ask Questions • Upcoming Opportunities 	<p>March 31: <i>Deadline to ship ACCESS/Alternate ACCESS paper test materials to DRC</i></p> <p>May 2 (noon) (May 9 Science MCA Only): <i>Deadline to order additional MCA paper and MTAS test materials in PearsonAccess Next</i></p> <p>May 5 (May 12 Science MCA Only): <i>End of the MCA/MTAS testing window</i></p>

ACCESS and Alternate ACCESS Shipping Deadline

The deadline for shipping all ACCESS and Alternate ACCESS test materials back to DRC is this Friday, March 31.

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 (pages 24–27) 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: 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 that contains 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

If districts return materials after March 31, **paper tests will not be scored before data is provided to MDE**. DRC will process the late materials as a late return and **scores will not be available until late fall**, and the following would be unavailable or incomplete for any domain taken on paper (such as writing booklets for students in grades 1–5 and all domains in Kindergarten):

- Early student-level results (used by EL teams to make decisions about instruction or placement)
- Assessment records for Posttest Editing in Test WES

- Embargoed and final release of data
- Individual Student Reports (ISRs)
- All accountability calculations
- Score appeal, transcription request, or test booklet search

[Back to Top](#)

Preferred Name in PearsonAccess Next

It is recommended to add a student's preferred name 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](#)

MTAS Administration Reminders

Documenting MTAS Reading Access Mode

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

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

The Access Mode that is submitted online is important because it is provided on each student's ISR to give information for parents on how their child accessed the reading passages on the Reading MTAS.

MTAS Administration Reminder

During MTAS field audits this spring, MDE has seen some issues related to administration procedures when a student does not answer or answers incorrectly during the first presentation of the task. We wanted to highlight the process of administering MTAS tasks as the testing window continues.

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.

[Back to Top](#)

ACCESS Field Test Update

The Alternate ACCESS Field Test window is open until April 17. The last day districts can order additional field test materials is April 10. Note: The [Additional Materials Order \(AMO\) form](#) for the field test is separate from the AMO process in WIDA AMS that is used for the operational ACCESS and Alternate ACCESS. Please return your field test materials as soon as you are done administering the Alternate ACCESS Field Test so that DRC and WIDA can start processing all the data that will help inform the development of next year's updated Alternate ACCESS. Additionally, please encourage anyone who administered the field test in your district to take WIDA's [field test feedback survey](#).

[Back to Top](#)

Manually Adding Students in Test WES

In general, 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. 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 to add a home-schooled student). Ensure any student information manually added or changed matches student enrollment data submitted to MDE. Consider manual changes 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 13.

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.

Notes:

- 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 accommodations/linguistic supports) 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.

[Back to Top](#)

April Q&A: Postponed

MDE's April Q&A session for DACs, focusing on Graduation Requirements Records (GRR), scheduled for Tuesday, April 25, has been postponed. Resources for the Q&A session, including the GRR training, have not been finalized as we update the GRR system to collect and reimburse for either online or paper administrations.

DACs who have already registered for this event will receive a cancellation notice, and the new date and registration link will be provided in an upcoming *Assessment Update* once MDE is able to confirm the finalization of GRR resources. In the meantime, reach out to mde.testing@state.mn.us with any questions related to GRR or test administration.

[Back to Top](#)

Upcoming Key Dates for Posttest Editing and Early ACCESS/Alternate ACCESS Student Results

The following are the key upcoming dates for important activities after testing: Posttest Editing for all statewide assessments and accessing early student-level results for ACCESS and Alternate ACCESS. Additional information and resources for these tasks will be provided in future *Assessment Updates* but we wanted districts to be aware of these tasks as they were not available at the time of publication of the *Procedures Manual*. Reporting dates for 2022–23 have not yet been approved.

EVENT	DATES
Test WES deadline to indicate if district wishes to receive: <ul style="list-style-type: none">Paper copies of ISRs for MCA and MTASStudent results labels for MCA and MTAS	May 11
Posttest Editing in Test WES for all statewide assessments	May 22–June 9
Start retrieving early student-level results for ACCESS and Alternate ACCESS in Test WES	May 22
Deadline to update MARSS data for Posttest Editing	June 8

[Back to Top](#)

Soft Release of the MCA Student Readiness Tools (SRTs)

New student resources, called the Student Readiness Tools (SRTs), are available on the [Student Readiness Tools](#) page of the PearsonAccess Next website to familiarize students with the online or paper MCA they will be taking. Note: You may need to clear your browser's cache to navigate to the page using the dropdown menus on PearsonAccess Next.

- No login information is needed for the online SRTs. Students select their grade level to review videos and practice activities on how to navigate within the test, how to use tools, and how different item types function.
- The paper SRTs are available for students taking the MCA using paper test materials. The paper SRTs guide students on how to navigate through paper test books and answer different types of items.
- Braille and scripts will not be available for this soft release but will be available next year.
- Teacher guides for both the online and paper SRTs are available.

For the soft release, districts will determine which student resources (the existing [item samplers](#) or [student tutorials](#) and/or the SRTs) to use for this school year. If testing later in the window, for example, you may choose

to use the SRTs along with or instead of other resources. Or you may choose to use the SRTs with some grades or groups of students and other resources with other grades or groups. Staff may also choose to review the SRTs to become familiar with them this spring.

Students, parents/guardians, staff, and DACs will be able to provide feedback based on their use or review of the SRTs through the [SRT Feedback form](#). This form can also be accessed on the [Student Readiness Tools](#) page of the PearsonAccess Next website or on the online SRTs landing page. The feedback form will be available through May 19.

As we transition to the SRTs, the item samplers and student tutorials will continue to be available until the end of this school year. However, in 2023–24, only the SRTs will be available.

[Back to Top](#)

Meet with Alternate Assessment Specialists to Give Feedback and Ask Questions

The Academic Standards, Instruction, and Assessment Division will host a series of virtual coffee break sessions for MTAS test administrators and special education staff to ask any questions around alternate assessment, share your feedback, and connect with other special education staff from across the state. Please share this opportunity with the test administrators and staff within your district.

[Register for the Tuesday, April 11, 4–5 p.m. Alternate Assessment Coffee Break](#) via zoom. Bring your favorite beverage, along with your questions and any feedback you have, to share at this informal time focused around alternate assessment. This month we will be discussing MTAS administration questions, MTAS testing considerations (materials prep, scheduling, logistics), and field audit visits.

The next Coffee Break is May 9, 4–5pm. For more information, contact Alt.Assessment.MDE@state.mn.us.

[Back to Top](#)

Upcoming Opportunities

Balanced Assessment Systems and Assessment Inventory Professional Learning Series

Refer to the [March 22, 2023 Assessment Update](#) for detailed information on a three-part series focused on stepping back to take stock of the assessments used in your district, what information they are providing, and how they can tell you more. DACs, teaching and learning staff, district/school leaders, and educators are welcome to join.

- [Register for Session 1](#): Overview of balanced assessment systems and the inventory tool, May 16, 1–4 p.m.
- [Register for Session 2](#): Using the findings from an assessment inventory to adjust your balanced assessment system, Aug. 3, 1–4 p.m.

- [Register for Session 3](#): Developing a theory of action for your Balanced Assessment System, Sept. 26, 1–4 p.m.

[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.