

AN UPDATE FROM ACADEMIC STANDARDS, INSTRUCTION AND ASSESSMENT—APRIL 13, 2022

QUICK LINKS	IMPORTANT DATES
<ul style="list-style-type: none"> <li>• <a href="#">Test Security Reminder</a></li> <li>• <a href="#">April Q&amp;A Webinar for New DACs: Registration</a></li> <li>• <a href="#">College Entrance Exam Reimbursement</a></li> <li>• <a href="#">Key Resources and Who to Contact</a></li> <li>• <a href="#">Updating TestNav Configurations in PearsonAccess Next If Not Using Proctor Cache</a></li> <li>• <a href="#">Indicating Test Codes in PearsonAccess Next</a></li> <li>• <a href="#">User Management in PearsonAccess Next</a></li> <li>• <a href="#">Enrollment Changes Timeline</a></li> <li>• <a href="#">WIDA Secure Portal User Survey</a></li> <li>• <a href="#">Upcoming Opportunities</a></li> <li>• <a href="#">Tech Update</a></li> </ul>	<p><b>May 3 (noon):</b> Deadline for ordering additional Reading and Mathematics MCA, and Reading, Mathematics, and Science MTAS test materials</p> <p><b>May 10 (noon):</b> Deadline for ordering additional Science MCA test materials</p> <p><b>May 6:</b> Last day of the Reading and Mathematics MCA, and Reading, Mathematics, and Science MTAS testing window</p> <p><b>May 13:</b> Last day of the Science MCA testing window</p>

## Test Security Reminder

Please ensure that all secure test materials are kept in a locked, secure location before, between, and after testing sessions. Once secure materials such as student testing tickets are taken out of locked storage, they must be supervised at all times and never left unattended.

When testing is complete, return all secure materials to the District or School Assessment Coordinator or securely dispose of them per the district’s internal test security procedure.

[Back to Top](#)

## April Q&A Webinar for New DACs: Registration

The April New DAC Q&A webinar will be held on Tuesday, April 26, from 2–3 p.m. It will focus on entering and verifying reimbursement requests in the Graduation Requirements Records (GRR) system. General questions

about MCA and MTAS test administration will also be addressed. Experienced DACs are also welcome to attend. [Register for the April New DAC Q&A Webinar](#).

The following GRR resources are the prerequisites: the [Graduation Requirements Records \(GRR\) User Guide](#) and the [MDE Graduation Requirements Records \(GRR\) Training](#), which is posted in the [Training Management System \(TMS\)](#) on the District Assessment Coordinator tab under the MDE Recorded Webinars category.

MDE uses questions from new DACs to prepare for the webinar. After reviewing the resources, [submit questions for the New DAC Q&A webinar](#).

[Back to Top](#)

## ***College Entrance Exam Reimbursement***

As part of legislation focused on career and college readiness, districts and schools are required to offer students in grades 11 and 12 an opportunity to participate in a college entrance exam (ACT or SAT) on a school day. Districts and schools are expected to contract and pay for the administration of the college entrance exam and can request reimbursement from MDE for students eligible for/receiving free or reduced-priced meals (FRP), or who are unable to pay. More information about this requirement starts on page 33 of the [Procedures Manual](#).

### **Requesting Reimbursement**

After districts and schools have ACT or SAT results from the college entrance exam administered in the district, they can request reimbursement in the [Graduation Requirements Records \(GRR\)](#) system until Sept. 9.

When requesting reimbursements, districts and schools will use free or reduced-price meals (FRP) eligibility information (i.e., the FRP flag). However, district staff requesting reimbursements do not need detailed information or forms related to a student's FRP information. Typically, the person entering these reimbursement requests in GRR has access to similar flags in other data, like the District and School Student Results (DSR and SSR) files.

### **Reimbursement Reports**

After districts enter reimbursement requests in GRR, they must confirm that the students for which they expect reimbursement are included in the reimbursement reports, which are refreshed each morning. It is important to confirm student information is entered correctly to avoid incorrect reimbursements made to the district. The following reports are now available:

- The Claimed Student Detail Report details what records will be reimbursed (or the reason records will not be reimbursed).
- The Estimated Student Amount Report gives an estimate of the amount that will be received.

## Fee Waiver

ACT provides an opportunity for students eligible for/receiving free or reduced-price meals to apply for a fee waiver who are taking the ACT for the second time. Do not include students who had a fee waiver for testing in reimbursement requests entered in GRR. Districts may receive reimbursement for the cost of their assessment when taken the first time and may only be reimbursed for one assessment per student.

Note: If district or school staff are assisting students with fee waiver requests, be sure that laws regarding a student's Personally Identifiable Information (PII) and FRP status are followed.

[Back to Top](#)

## Key Resources and Who to Contact

### 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*, *User Account Management in PearsonAccess Next* infographic
  - Shipping information, including: *Ordering Additional Test Materials*, *Viewing Test Materials Reports and Tracking Information*
- The testing directions for both online and paper administrations, including translation 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](#) for the following questions:

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

\*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](#) to 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. Let them know you have active testers and need to be immediately transferred to Level 2.

## 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.
  - *District Assessment Coordinator Webinar and Trainings*
  - *Resource Overview for District Assessment Coordinators*
  - *Statewide Testing Tasks: A Year At-A-Glance*
  - *Statewide Testing System Overview*
- Test WES resources, including the *2021–22 Test WES Precode User Guide* and the *2021–22 Test WES Pretest Editing User Guide* are posted on the [Test WES](#) page.

Contact MDE at [mde.testing@state.mn.us](mailto:mde.testing@state.mn.us) for the following questions:

- Accommodations, linguistic supports, and general supports
- 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 (e.g., REF-P, ABS)
- Test WES
- Training requirements

[Back to Top](#)

## ***Updating TestNav Configurations in PearsonAccess Next If Not Using Proctor Cache***

Refer to the Tech Update section below for important information on TestNav configurations.

[Back to Top](#)

## ***Indicating Test Codes in PearsonAccess Next***

For students who will not participate in MCA or MTAS, a DAC or Assessment Administrator (AA) may document some test codes in PearsonAccess Next during the testing window. Step-by-step instructions for indicating test codes are available in the *MCA Online Testing User Guide* and the *MTAS Data Entry User Guide*, which are posted on the [User Guides](#) page in PearsonAccess Next. It is important to ensure that test codes adhere to the following eligibility rules when entered:

- Refusal (REF-P and REF-S) and Medical Excuse (ME) test codes can only be indicated for students who **have not completed** any test items.
- Invalidation (INV-D, INV-O, and INV-S) test codes can only be indicated for students who **have completed** at least one test item.

Test codes indicated in PearsonAccess Next that do not adhere to these rules are automatically removed by Pearson. Pearson will contact districts weekly who enter incorrect test codes during the administration to make districts aware the test code was removed and to be corrected, if needed.

Notes:

- In order to enter a refusal or medical excuse code for MTAS or a high school science assessment, districts must indicate the test codes in PearsonAccess Next rather than waiting for Posttest Editing.
- The Not Enrolled (NE) and Absent (ABS) codes can only be indicated in Test WES during Posttest Editing.

[Back to Top](#)

## ***User Management in PearsonAccess Next***

It is the responsibility of the District Assessment Coordinator (DAC) and/or School Assessment Coordinator to ensure the applicable staff involved with administering MCA and MTAS are set up as users with active accounts in PearsonAccess Next. The [PearsonAccess Next User Accounts Guide](#) provides detailed, step-by-step instructions on user account management in PearsonAccess Next. The [User Account Management in PearsonAccess Next](#) infographic provides a high-level overview of user management and a suggest timeline of user management activities in PearsonAccess Next.

Pearson Help Desk will refer Test Monitor/Data Entry, Technology Staff, and MTAS Score Entry users to their DAC when they are unable to log in.

[Back to Top](#)

## ***Enrollment Changes Timeline***

In order for students to be loaded in PearsonAccess Next for online testing or data entry, any MARSS enrollment updates must be submitted **at least two business days in advance**. Once MARSS is submitted to MDE, that data is gathered overnight and is available the next business day in Test WES (Web Edit System) for districts to make edits in Precode Student Eligibility (e.g., changing schools) or Pretest Editing (e.g., test assignments or accommodations/linguistic supports) before it is sent to Pearson. Any changes made in Precode Student Eligibility or Pretest Editing will be sent in the next precode file and will typically be reflected in PearsonAccess Next the **following business day**. It is not possible to add a student directly in PearsonAccess Next for testing on the same day.

Note: Changes made in Test WES over the weekend will be included in the precode file sent on Monday night. When students are dropped from enrollment in MARSS, their test eligibility is removed from PearsonAccess Next.

Refer to the [April 6, 2022 Assessment Update](#) for more information on actions needed in MARSS or Test WES when a student is missing in PearsonAccess Next.

[Back to Top](#)

## ***WIDA Secure Portal User Survey***

WIDA invites WIDA Secure Portal users to complete a short, 5-10 minute survey about their experience using the recently redesigned portal. WIDA will use the results to plan any needed improvements to make the site work better for users. To complete the survey, log in to the [WIDA Secure Portal](#) and click on the link at the top of the page.

[Back to Top](#)

## ***Upcoming Opportunities***

### **COMPASS Updates**

Data and Assessment Literacy is a fundamental component of creating strong schools. Through COMPASS, MDE will be providing opportunities for continued learning and professional development for school leaders around using data and assessments to improve student outcomes. MDE has created a [balanced and comprehensive assessment systems overview document](#) (under the Resources heading) to get schools started with the work to evaluate and improve their current assessment systems. School leaders can gain initial support in developing balanced and comprehensive assessment systems through the Multi-Tiered System of Supports (MnMTSS)

courses and cohorts. Hands-on support for developing these systems will be available in new COMPASS Pathways: Data and Assessment Literacy and will be announced in the coming weeks.

School leaders who are interested in joining the next round of [COMPASS Pathways: MnMTSS](#), which include a six-session course or a course and cohort group to develop and implement a local MnMTSS. The [interest form](#) will close at **midnight on Friday, April 15**. Learn more about these opportunities on the [COMPASS](#) page of the MDE website.

[Back to Top](#)

## ***Tech Update***

### **Updating TestNav Configurations in PearsonAccess Next if not using Proctor Cache**

As stated in the [March 30, 2022 Assessment Update](#), MDE and Pearson no longer recommend proctor caching for online MCA testing. If your organization is not planning to proctor cache content, but your district or school has an existing TestNav Configuration with a listed precaching computer, update the existing TestNav configuration to include a second empty Precaching Computer (e.g., NoCache or None). Select the empty Precaching Computer named in the TestNav Configuration when creating test sessions. This is a required field when creating a test session if you have created a TestNav Configuration, even if you are not proctor caching. Refer to step 7 of the [Infrastructure Readiness Checklist](#) for information on creating and updating TestNav Configurations in PearsonAccess Next.

If you have used proctor caching in the past, have concerns about testing without proctor cache, or want to discuss testing without proctor cache for spring 2022, consider scheduling a [Technology Office Hours](#) virtual session to speak with a Pearson Field Engineering Specialist. The *Infrastructure Readiness Checklist* includes steps for preparing for online testing without proctor cache. All steps for using proctor cache have been moved to Appendix A of the checklist for reference if your district will continue to use proctor caching.

[Back to Top](#)

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ACADEMIC STANDARDS, INSTRUCTION AND ASSESSMENT

Minnesota Department of Education

[education.mn.gov](http://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](mailto:mde.testing@state.mn.us).