

AN UPDATE FROM ACADEMIC STANDARDS, INSTRUCTION AND ASSESSMENT— APRIL 19, 2023

QUICK LINKS	IMPORTANT DATES
<ul style="list-style-type: none"> • Key Resources and Who to Contact • TestNav Error Process • ME Test Code and Homebound Students • Students Missing in PearsonAccess Next (repeat) • Graduation Requirement Records (GRR) Q&A Session: Rescheduled • DRCTechnical Enhancements for 2023–24 Q&A Webinar • 2023–2024 Parent/Guardian Participation Guide and Refusal Information 	<p>May 2 (noon) <i>Deadline to order additional MTAS (all subjects) and Mathematics and Reading MCA paper tests materials in PearsonAccess Next</i></p> <p>May 5 <i>End of the MTAS (all subjects) and Mathematics and Reading MCA testing window</i></p> <p>May 9 (noon) <i>Deadline to order additional Science MCA test materials in PearsonAccess Next</i></p> <p>May 12 <i>End of Science MCA testing window</i></p>

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* and the *User Account Management in PearsonAccess Next* infographic
 - Shipping information, including: *Ordering Additional Test Materials* and *Viewing Test Materials Reports and Tracking Information*

- The *Testing Directions* for both online and paper administrations, including translations 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 online](#) for the following questions:

- Additional orders for MCA/MTAS materials
- Completing tasks in PearsonAccess Next (such as 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.
- Test WES resources, including the *Test WES Precode User Guide* and the *Test WES Pretest Editing User Guide*, are posted on the [Test WES](#) page.

Contact MDE at 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 (such as parent/guardian refusal, absent)

- Test WES
- Training requirements

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TestNav Error Process

During testing, if a student cannot test and an error code is provided on the screen, contact Pearson at 888-817-8659. Pearson Helpdesk agents will be able to provide immediate assistance needed for technical issues.

A Test Administration Report (TAR), located in Appendix A of the [Procedures Manual](#), can be used to record this information and kept at the district level for two years after the end of the academic school year in which testing took place. Districts do not submit TARs to MDE or Pearson, unless requested for audits or monitoring conducted by MDE. Test Security Notifications (TSNs) should only be filled out for security violations.

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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 209 of the [Procedures Manual](#). Generally speaking, 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 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 is to be retained for two years by the district.

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Students Missing in PearsonAccess Next (repeat)

Students must be registered for the correct tests in PearsonAccess Next before they can be added for online testing or 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 is missing 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's enrollment record sent to MDE, or the student's enrollment record has yet to be reported to MDE. Work with your MARSS Coordinator to correct any issues and resubmit student enrollment 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 enrollment data to MDE, or if a change in Precode Student Eligibility was made recently, the record may not have been sent to Pearson yet. The last column appearing in the Precode Eligibility table (at the bottom of the screen) indicates whether the testing record has been delivered to PearsonAccess Next or not. The student information and test eligibility are typically available in PearsonAccess Next two business days after student enrollment data is submitted to MDE.

More information is included in the *Test WES Precode User Guide*, which is posted on the [Test WES](#) page of the MDE website. For questions regarding student information in Test WES contact MDE at mde.testing@state.mn.us or 651-582-8674.

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Graduation Requirement Records (GRR) Q&A Session: Rescheduled

Our Graduation Requirement Records (GRR) Q&A Session has been rescheduled for May 9, 2–3 p.m. [Register for the GRR Q&A Session](#). This session will focus on submitting reimbursement requests for college entrance exams using the GRR system. The prerequisite for the GRR Q&A session is completion of the Graduation Requirement Records (GRR) Training, which will be posted in the [Training Management System \(TMS\)](#) by Wednesday, April 26.

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.

Note: The updated user guide is in the process of being posted on the [Graduation Requirements Records \(GRR\)](#) page; if you need the updated information before it is available, contact mde.testing@state.mn.us.

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2022 Graduation Rates

The Graduation Rates for the class of 2022 will be released on the morning of April 25.

The secure graduation roster with local data will be available on April 24. A preparation session for district leaders, data staff, and communications staff will be held at 2 p.m. on April 24. Join the [2022 Graduation Release Preparation Meeting](#) on Microsoft Teams using the login information below.

- Meeting ID: 249 032 358 583
- Passcode: rFouQr

Media will also receive embargoed data on April 24 and may reach out with questions. They will not publish or broadcast any stories until April 25.

When preparing for the release, note that for the first time, graduation data will use eight racial and ethnic groups. The American Indian group will reflect the state definition of American Indian and will include some students previously in the two or more races group or Hispanic or Latino group. A group for other Indigenous peoples will include students who meet the federal definition of American Indian but not the state definition.

Please contact Michael Diedrich, ESEA Policy Specialist, at michael.diedrich@state.mn.us or 651-582-8332 with any questions.

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DRC Technical Enhancements for 2023–24 Q&A Webinar

WIDA and DRC will be hosting a webinar introducing upcoming changes and enhancements to DRC INSIGHT and the WIDA AMS platform arriving in July 2023. Topics that will be covered include:

- A new way to import student information into WIDA AMS
- A new look and feel for Student and Test Management
- New locations for ACCESS and WIDA Screener Online score reports
- Improvements to DRC INSIGHT secure student browser accessibility

The webinar will take place on Tuesday, May 9 from 1–2:30 p.m. and a recording will be posted on the WIDA Secure Portal.

More information, including the webinar link, can be found on the Webinars page of the [WIDA Secure Portal](#).

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2023–2024 Parent/Guardian Participation Guide and Refusal Information

MDE was made aware that the online version of the *Parent/Guardian Participation Guide and Refusal Information* had formatting errors in the middle initial and district name fields, triggering error messages when being filled online. These errors have been corrected and no content on the form has been changed. The form is posted on the [Student Participation](#) page of the MDE website and can be used in districts' 2023–24 student handbooks.

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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.