

AN UPDATE FROM ACADEMIC STANDARDS, INSTRUCTION AND ASSESSMENT—MAY 31, 2023

QUICK LINKS	IMPORTANT DATES
<ul style="list-style-type: none"> • Posttest Editing Reminders • Secure Materials Status Report Available in PearsonAccess Next • 2023 Testing Time Report Available in PearsonAccess Next • Verifying Information in MDE-ORG • Tech Update 	<p>May 22–June 9 <i>Posttest Editing in Test WES</i></p> <p>May 22–June 28 <i>Retrieve early student-level results in Test WES</i></p> <p>June 8 <i>Deadline to update MARSS data for Posttest Editing</i></p>

Posttest Editing Reminders

The following resources are available for districts working on Posttest Editing:

- The *Test WES Posttest Editing User Guide* posted on the [Test WES](#) page of the MDE website, provides detailed information on Posttest Editing for DACs.
- The New DAC Posttest Editing Training, which is posted in the [Training Management System \(TMS\)](#) on the District Assessment Coordinator tab (under the MDE Recorded Webinars category).

Indicating EL in MARSS

For English learners to be eligible to take the ACCESS or Alternate ACCESS, they **must be indicated** as EL in MARSS. If a student took the assessment but their enrollment record indicates they are not EL, the report code will be set to INV (Invalid) when published, and it cannot be changed. If these students are ELs, you **must** update their enrollment record in MARSS by June 8.

Confirming Inactive Records are Correct for ACCESS

In the case where a record is missing one or more domains for ACCESS, the report code will be NC (not complete). These are not necessarily discrepancies in Posttest Editing, and districts often notice these by

seeing no composite score in the early student-level results file. If the student did not participate in the missing domain, you can indicate the reason by changing the test code for the applicable domain(s).

If the student did participate in the missing domain, then the records were not merged by DRC because student information on the two records did not match. Test WES may have been able to match (but not merge) the records; in such cases, districts can confirm the scores will be merged by ensuring that the demographic information matches on both the active and inactive records. More information starts on page 39 of the *Test WES Posttest Editing User Guide*.

MARSS Enrollment Errors

A common Posttest Editing error districts are receiving is “During the testing window, the student was not enrolled in this or any other district.” This error can sometimes be resolved by doing a “Find Enrollment Match” search, as it is often caused by MARSS enrollment errors.

DACs should work with their district MARSS Coordinator and have new MARSS data submitted by June 8. If the MARSS Coordinator is not able to see any errors, they should contact MDE MARSS at marss@state.mn.us.

Note: While districts must attempt to test all students who are enrolled at any time during the applicable testing window, only students who are enrolled on the first day of the testing window are required to have matching enrollment and assessment records due to participation requirements. This means that a MARSS Enrollment Matching Issues discrepancy will appear if a student is enrolled on the first day of the testing window and an assessment record is not found. Refer to Chapter 9 of the [Procedures Manual](#) for additional information about student participation.

Notifying MDE

The following documentation must be reported to MDE by the end of the Posttest Editing window, on Friday, June 9:

- Instances of plagiarism, if contacted by MDE
- Out of grade band assessment warnings for ACCESS and Alternate ACCESS for ELLs
- PSEO students where the college is paid directly (Note: The deadline to submit documentation for full-time PSEO students is **Wednesday, June 7**)

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Secure Materials Status Report Available in PearsonAccess Next

The Secure Materials Status Report is now available for download in PearsonAccess Next under Published Reports. This report includes any secure test materials for MCA and MTAS that have not been returned or

scanned at the Pearson warehouse. If this report is not available for your district, that means Pearson received all your materials, and there are no missing materials. The report will be updated nightly through mid-June as materials are scanned, and then weekly until Sept. 25. For more information, refer to [Accessing the Secure Materials Status Report](#) guide.

Note: When Pearson receives the materials in the warehouse, it may take some time to scan the items. Pearson will complete scanning of all returned secure materials by Tuesday, June 6. The Secure Materials Status Report available on Wednesday, June 7, will include all missing materials returned by this final scan date. If any missing materials are still unaccounted for, Pearson will contact your district to return the outstanding materials. The report will be updated weekly starting in mid-June.

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2023 Testing Time Report Available in PearsonAccess Next

The *Testing Time Report* for the 2023 MCA test administration is available for District Assessment Coordinators (DACs) in [PearsonAccess Next](#) under Published Reports. *MCA Testing Time Reports* are available at the district-level and provide cumulative testing time information by student. The time (in seconds) indicates the total time a student spent on both scorable and non-scorable (for example, student directions, section end pages, start of section) items.

This report is intended to provide districts information to plan for future administrations by confirming the amount of time students tested, or to identify trends by grade or subject across the district. The data provided in this report is not meant to be used to make decisions about individual students. Refer to the [Published Reports Quick Guide](#) for detailed instructions on how to access published reports in PearsonAccess Next.

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

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Verifying Information in MDE-ORG

DAC Assignments

As MDE or Pearson may need to contact districts this summer, please ensure that the DAC contact information is current in the [Minnesota Department of Education-Organization Reference Glossary \(MDE-ORG\)](#). If the primary DAC is not available this summer, please add an Alternate DAC who will be available.

All contact information in MDE-ORG is updated and maintained by the district's Site Verification Coordinator (SVC). You can look up the SVC for your district in [MDE-ORG](#). If the SVC has any questions about the process, they can contact mde.school-verify@state.mn.us for support.

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Tech Update

Test Security Change for DRC INSIGHT

Beginning June 30, 2023, DRC is implementing a security enhancement that may affect some sites and require local IT staff to change the way they update the DRC INSIGHT Secure Browser software on testing devices. Moving forward, only Admin-level users will be allowed to update the DRC INSIGHT Secure Browser on Windows and macOS testing devices.

- Sites that **are impacted**:
 - Sites that manually update the secure browser on each Windows or Mac testing device.
 - Sites that have enabled the auto-update feature for the secure browser. This will no longer be an option moving forward.
- Sites that **are NOT impacted**:
 - Sites that use iPad or ChromeOS devices for testing.
 - Sites that use deployment software to update multiple testing devices at once.

Action needed: Impacted sites should make a plan to ensure the secure browser is updated as soon as possible after June 30, before student testing is scheduled to begin. Updating the secure browser is required to allow students to test after June 30. Please contact DRC Customer Service with any questions about this change at (855) 787-9615 or wida@datarecognitioncorp.com.

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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.