

AN UPDATE FROM ACADEMIC STANDARDS, INSTRUCTION AND ASSESSMENT — NOV. 13, 2024

QUICK LINKS	IMPORTANT DATES
<ul style="list-style-type: none"> • Training Courses in the Learning Management System • WIDA Alternate ACCESS Results Release Update • Required Distribution of Individual Student Reports • Upcoming Opportunities 	<p>Nov. 25–Dec. 13: Indicate the number of ACCESS Online testers for grades 1–12 and order test materials during Materials Ordering in the WIDA Assessment Management System (WIDA AMS)</p> <p>Nov. 25: Pretest Editing opens in TestWES</p>

Training Courses in the Learning Management System

The *Test Security Training* and *Active Monitoring for Statewide Assessments* courses have been posted to the [Learning Management System](#) (LMS). These courses are posted within the following learning paths: *Test Security Training (Assurance of Test Security Included)*, *Technology Coordinators*, *ACCESS Test Administrator—Kindergarten/WIDA Alternate ACCESS*, and *ACCESS Test Administrator—Grades 1–12*. Enroll in the learning path applicable to your role in testing to complete the required course(s).

The *MCA Test Monitor* learning path and *Handling Secure Paper Materials* training will be posted to the LMS on Friday, Nov. 15.

The DAC is responsible for ensuring all staff involved in testing complete the *Test Security Training*, receive guidance for district-specific policies and procedures, and complete test-specific trainings prior to testing. Though training requirements vary by role and test, the *Test Security Training* is required for all individuals who are associated with any aspect of test administration or test content each school year. More information can be found in Chapter 7 of the [Procedures Manual](#).

The *Test Security Checklist*, which is the paper option that includes the same content and may be used for staff in place of the *Test Security Training*, has been posted to the [Policies and Procedures](#) page of the PearsonAccess Next website. Translated versions of the *Test Security Checklist* in Hmong, Somali, and Spanish will be available on Friday, Dec. 13.

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WIDA Alternate ACCESS Results Release Update

WIDA Alternate ACCESS assessment results were released in the [Assessment Files](#) (MDE website > Data Center > Data Reports and Analytics). This data is also now available in the English Language Proficiency Levels report on the [Minnesota Report Card](#).

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Required Distribution of Individual Student Reports

Individual Student Reports (ISRs) must be provided to parents/guardians no later than Dec. 1. Note: When results are delayed due to standard setting (as they were this year for WIDA Alternate ACCESS), efforts should be made to provide the results to parents/guardians as close to Dec. 1 as possible, but there is flexibility for this requirement for that assessment.

Each district decides if paper copies of the reports are distributed or if electronic versions are provided (such as through a secure parent portal). If provided electronically, the final version from [WIDA AMS](#) or Published Reports in [PearsonAccess Next](#) must be used. If districts choose to dispose of their paper reports (for example, because an electronic copy was provided), they must do so in a secure way (either through shredding or incineration) as the reports contain private student data. As needed, additional copies can be printed from WIDA AMS or Published Reports in PearsonAccess Next.

Districts determine how to distribute ISRs following best practices for data privacy. Regardless of how reports are distributed, districts should consider how to provide families with information (for example, a letter or flyer, in discussions at conferences) about how the results are used in the context of other district and school information.

More information on ISRs and their distribution is available in Chapter 11 of the [Procedures Manual](#), starting on page 282.

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Upcoming Opportunities

November Q&A Session (3): Pretest Editing

MDE will host a Q&A session for new and experienced DACs on Tuesday, Nov. 26. This session will be hosted on ZoomGov, and advanced registration is required (see the registration link in the table below). Details for joining will be provided once participants register. **Please note: Registration for this event will close on Monday, Nov. 25 at 2 p.m.**

MDE collects questions from DACs prior to the event to help prepare and find relevant resources to share. After reviewing the prerequisites, submit questions for the session using the link provided in the table below. Q&A

sessions will not be recorded nor will CEUs be provided as they are considered additional supports rather than training events.

Q&A Session	Date/Time and Registration Link	Prerequisites and Question Submission Link
November Q&A Session (3): Pretest Editing	Tuesday, Nov. 26, 2–3 p.m. Register for November Q&A Session (3) Note: Registration for this event will close on Monday, Nov. 25 at 2 p.m.	Prerequisites are the following: <ul style="list-style-type: none"> • Chapter 4 (Universal Supports and Accommodations for Statewide Assessments) from the Procedures Manual • Recorded <i>Pretest Editing</i> training Submit questions for the Nov. Q&A Session (3)

Test Administration Training: Save the Date

In December, MDE will provide the Test Administration Training for all DACs. This training event is required for all DACs to prepare for spring testing and will focus on new and clarified information from the [Procedures Manual](#) for the 2024–25 school year.

MDE is offering two virtual training sessions: Dec. 10 (9 a.m.–noon) and Dec. 11 (1–4 p.m.). MDE will also post a pre-recorded training to the [Learning Management System](#) (LMS) on Dec. 13 if DACs are unable to attend either of the virtual training sessions.

Registration links will be provided in the Nov. 27 *Assessment Update*. Please note: MDE aims to deliver accessible trainings and presentations for participants. If you anticipate needing accommodations, please contact mde.testing@state.mn.us. MDE requests a two-week advance notice to provide accommodations and 48-hour notice to cancel them. If the request comes within two weeks of the event, MDE will still make an effort to provide the accommodation.

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Minnesota Department of Education

education.mn.gov > District, Schools and Educators > Teaching and Learning > Statewide Testing

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