![Minnesota Department of Education logo] **Assessment Update**

QUICK LINKS	IMPORTANT DATES
- ACCESS and WIDA Alternate ACCESS Administration - Preparing for MCA and MTAS/Alt MCA - Recorded Translated MCA Testing Directions - Prohibited Technology: Smart Glasses - Student Data Privacy When Communicating with MDE (repeat) - Upcoming Opportunities - Tech Update	**Feb. 17:** *Start completing administration tasks in PearsonAccess Next (including entering LCI data for MTAS/Alt MCA)* **Feb. 18:** *Additional materials ordering window opened in PearsonAccess Next* **Feb. 18–20 or Feb. 25–27:** *Receive paper MCA and MTAS/Alt MCA test materials* **March 3:** *MCA and MTAS/Alt MCA testing windows open* **March 14:** *Last day to order additional paper test materials in WIDA AMS for ACCESS and WIDA Alternate ACCESS* **March 21:** *End of ACCESS and WIDA Alternate ACCESS testing window; last day to complete administration tasks in WIDA AMS*

ACCESS and WIDA Alternate ACCESS Administration

ACCESS and WIDA Alternate ACCESS testing continues until March 21. Please consider the following reminders on WIDA AMS tasks and resources.

Manually Adding Students

If your district needs to add an English learner into WIDA AMS (for example, a newly enrolled student), carefully ensure that all manually entered student information exactly matches student enrollment data submitted to MDE—including the student's date of birth and gender—to avoid discrepancies in Test WES during Posttest Editing. For more information, consult the Student Management section of the *WIDA AMS User Guide*, which is located on the WIDA AMS website (no login is required to access technical and test administration materials).

If the student needs to use a Writing Response Booklet or a paper test booklet, a District/School label must be affixed, and the student's demographic information must be indicated on the booklet in pencil. Not all fields are required for Minnesota—use the list of student demographic information fields found under *Verifying and Correcting Student Information for Testing* in Chapter 8 of the [*Procedures Manual*](). Carefully ensure that all hand-bubbled information is accurate. Confirm that there are no additional markings or bubbled information (such as Do Not Score codes) on the test booklet that may affect how the test booklet is scanned or scored.

Additional Materials Orders

As a member of the WIDA consortium, WIDA requires member states to limit the number of additional materials orders to reduce waste and shipping costs. WIDA and MDE ask that each district place only one additional materials order per year. (Note: Materials that are only available through additional materials orders, such as the human reader script, are not included in the count of additional materials orders.) WIDA/DRC automatically include a 15% overage of paper materials with each initial order of over 10 tests. As explained in Chapter 7 of the [*Procedures Manual*](), DACs should use both the district and all school overages before placing additional materials orders. MDE will follow up with DACs when multiple additional materials orders are placed in WIDA AMS.

When placing additional materials orders, use the "District-Level Additional Orders Only Site-WWW" in the school drop-down. Do not select a school name in the drop-down when ordering. For more information, consult the Materials Menu section of the *WIDA AMS User Guide*.

Indicating Test Codes and Accommodations

For students who need an accommodation or test code (referred to as Do Not Score codes in WIDA AMS), districts indicate these in WIDA AMS during the testing window. For more information on accommodations, consult the Student Management section of the *WIDA AMS User Guide*. For more information on test codes, consult the Test Management section of the *WIDA AMS User Guide*. Note: Certain test codes (such as Not Enrolled (NE) and Medical Excuse (ME)) can only be indicated during Posttest Editing in [Test WES](); for more information, refer to the *Test Codes* section in Chapter 9 of the [*Procedures Manual*]().

Monitoring Test Administration Across the District

To monitor the status and progress of online testing across schools, DACs can access the following Operational Dashboards in WIDA AMS:

- Test Volume: This dashboard displays online testing volumes for the current day and week, as well as testing activity by device type and location.

- Test Status: This dashboard displays daily and weekly online test status and percentage complete for a test administration.

- Student Status: This dashboard displays the test status for each registered student, as well as other related testing information such as student demographics and accommodations.

For more information, consult the Reporting Services section of the *WIDA AMS User Guide*.

ACCESS Chromebook Rendering Issues and Troubleshooting Update

As shared on Jan. 27, WIDA/DRC is aware of intermittent text spacing issues occurring on Chromebooks when administering the ACCESS Online and WIDA Screener. Please refer to the Tech Update below for more details.

Technical Support

For support with technical issues with WIDA AMS or DRC Insight, contact the DRC help desk at WIDA@datarecognitioncorp.com or 855-787-9615.

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Preparing for MCA and MTAS/Alt MCA

The MCA and MTAS/Alt MCA testing window opens on March 3 and will remain open until May 2 (May 9 for the Science MCA only).

MCA and MTAS/Alt MCA Irregularities Document

The *MCA and MTAS/Alt MCA Irregularities* document has been posted to the Policies and Procedures page of the PearsonAccess Next website. This document outlines situations or misadministrations that may occur during MCA and MTAS/Alt MCA testing and whether actions are needed by the district, MDE, or Pearson.

Pearson Help Desk Procedure

If irregularities occur during testing, the District Assessment Coordinator (DAC) contacts the Pearson help desk at 888-817-8659 or submits a Pearson help desk request online for test administration situations that require action by Pearson. Clearly state, "I have a testing irregularity and need to speak with the Minnesota Program Team."

- The help desk verifies the situation is being reported by the DAC. If the issue is not being submitted by the DAC, the help desk instructs the staff person to contact the DAC in order to report the situation and work through the resolution.

- The help desk collects the initial information before escalating the issue and connecting the DAC directly to the Minnesota Program Team. The DAC will receive a follow-up phone call or email directly from the Program Team.

- The Program Team discusses the resolution with the DAC and provides directions to resolve the situation.

If there are technical issues with students actively testing, clearly state, "I am having technical issues with students actively testing and need to speak with Level 2 support." The help desk will collect initial information before escalating directly to technology support.

The DAC must document any misadministrations, including any invalidations, on the *Test Administration Report* (TAR), which is available in Appendix A of the *Procedures Manual* and is then kept on file at the district. Districts only submit the TAR to MDE or Pearson if requested. If there is a test security violation, the DAC must submit an Assessment Security Record (ASR) in Test WES.

Student Readiness Tools and Minnesota Questions Tool

The Student Readiness Tools (SRTs) are tools that can be used to familiarize students with the format of the MCA and the Alt MCA. Students already prepare for the content of statewide assessments through daily instruction aligned to the academic standards. The SRTs provide students with resources that focus exclusively on the functionality of the test and types of questions. If students are comfortable with the test format, they will be better prepared to demonstrate what they know and can do related to the academic standards.

MDE understands that educators need to be familiar with content aligned to the Minnesota Academic Standards and to have access to resources that can be used to inform instruction. To meet this need, released or sample questions from previously administered MCA and MTAS/Alt MCA tests aligned to the academic standards are found in the Minnesota Questions Tool (MQT).

Coming Soon: Recorded Translated MCA Testing Directions

Recorded translated versions of the *Testing Directions: Online* and *Testing Directions: Paper* for all three subjects of the MCAs in Hmong, Somali, and Spanish will soon be posted on the Testing Directions page of the PearsonAccess Next website. These recordings can be used by Test Monitors, alongside the applicable *Testing Directions,* to provide translated directions to students who need this universal support. Only the portions of the directions read aloud to the student are translated. A quick guide will also be available on PearsonAccess Next to provide instructions for playing these recordings. Availability will be announced in an upcoming *Assessment Update.*

Prohibited Technology: Smart Glasses

Any device that can capture, retain, and/or send information is not permitted to be accessible to a student while testing unless it is for a specific approved exception such as a cell phone for a medical monitor. In addition to

ensuring students do not have access to cell phones and smart watches during test administration, please ensure that no student has access to glasses that have a camera and/or microphone. There are multiple brands of these glasses, but a key component of prohibited smart glasses is the camera(s) appears as a small circle facing forward on the front of the frame.

Student Data Privacy When Communicating with MDE (repeat)

When emailing MDE with a question about a specific student's test or situation, only use the MARSS/SSID number. For student privacy, do not send student Personally Identifiable Information (PII) such as names or dates of birth in the email, including in screenshots or attachments.

Upcoming Opportunities

March WIDA and DRC Webinar

WIDA and DRC will be hosting the Interpreting ACCESS Score Reports webinar on March 11, 1–2 p.m.

More information, including the webinar link, can be found in the WIDA Secure Portal on the Webinars page. The recordings for WIDA Webinars are posted on the Webinars page within a week of the presentation.

Tech Update

ACCESS Chromebook Rendering Issues and Troubleshooting Update

As shared on Jan. 27, WIDA/DRC is aware of intermittent text spacing issues occurring on Chromebooks when administering the ACCESS Online and WIDA Screener. This issue may cause letters to appear spaced out or pushed together and can also cause a portion of some tables and graphics to extend beyond the visible screen.

Google has released a new version of ChromeOS that resolves these issues. Chromebooks that are updated to ChromeOS Version 133 will no longer require the workaround steps. It is hoped that an update to ChromeOS Version 132 will also resolve the issue, but until this occurs the steps previously provided are still applicable for devices that encounter the issue.

To summarize, districts using Chromebooks to complete ACCESS testing may update to Chrome OS Version 133 or continue using Chrome OS Version 132 with the workaround steps provided in the DRC memo on Jan. 27 (subject: DRC: 2024-2025 ACCESS for ELLs Online and WIDA Screener Online Chromebook Rendering Issues and Troubleshooting).

ACADEMIC STANDARDS, INSTRUCTION AND ASSESSMENT

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