

AN UPDATE FROM ACADEMIC STANDARDS, INSTRUCTION AND ASSESSMENT — MARCH 12, 2025

QUICK LINKS	IMPORTANT DATES
<ul style="list-style-type: none"> • ACCESS/WIDA Alt ACCESS Additional Materials Ordering Window Closing • Students Missing in PearsonAccess Next • Tracking Test Session Progress in PearsonAccess Next • Educator and Community Review Participants Needed • March Q&A Session: Closing ACCESS Administration and General MCA and MTAS/Alt MCA Test Administration 	<p>March 3–May 2 (May 9 Science MCA only): <i>MCA/MTAS/Alt MCA testing window</i></p> <p>March 14: <i>Last day to order additional paper test materials in WIDA AMS for ACCESS and WIDA Alternate ACCESS</i></p> <p>March 21: <i>End of ACCESS and WIDA Alternate ACCESS testing window; last day to complete administration tasks in WIDA AMS for ACCESS and WIDA Alternate ACCESS</i></p> <p>March 28: <i>Deadline to ship paper ACCESS and WIDA Alternate ACCESS test materials to DRC</i></p>

ACCESS/WIDA Alt ACCESS Additional Materials Ordering Window Closing

The last day districts can order additional paper test materials in WIDA AMS for ACCESS or WIDA Alternate ACCESS is this Friday, March 14. The last day of the ACCESS and WIDA Alternate ACCESS testing window is Friday, March 21. Please contact DRC at 855-787-8615 or WIDA@datarecognitioncorp.com with any questions about ordering additional materials.

As a reminder, districts should use both the district overage and school overage before requesting additional orders. Orders should be completed at the district level and not for individual school sites.

Districts should combine all additional material needs from individual buildings as one district order, if possible.

[Back to Top](#)

Students Missing in PearsonAccess Next

Students must be registered for the correct tests in PearsonAccess Next before they can be added to MCA or Alt MCA online test sessions or assigned for MTAS or paper MCA data entry sessions. If a student is missing from PearsonAccess Next, review the information below.

Precode Student Eligibility

If a student's test eligibility does not appear 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 enrollment record submitted to MDE, or the student has not been submitted to MDE. Work with your MARSS Coordinator to correct any issues and resubmit student enrollment data.
- The student record is being sent in precode files 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. It may be necessary to manually change where the student will be testing, which can be done by selecting "Add" on the student's information.
- If a student moves to a new district during the testing window and is appearing in Test WES accurately in Precode Student Eligibility and in sent precode files but is not appearing in PearsonAccess Next to be assigned a test session, refer to the *Student Tests Not Associated with the Student Organization* operational report in PearsonAccess Next. This report includes information about whether the student started or completed a test in their previous district. Instructions for running this report are found in the [MCA Online Testing User Guide](#) and [MTAS/Alt MCA Data Entry and Online Testing User Guide](#) located on PearsonAccess Next.

Note: Manual adds in Test WES override enrollment data submissions.

More information on manually adding students to Test WES can be found in the [Test WES Precode User Guide](#).

Timeline for Updates in PearsonAccess Next

Information for all students enrolled in a district or school is sent nightly from Test WES to Pearson in precode files throughout the testing window. Any student enrollment data submissions to MDE are loaded into Test WES overnight and appear in PearsonAccess Next in two business days. Any updates or changes made in Test WES through Pretest Editing (such as, updating student test assignments or assigning or changing universal supports/accommodations) or Precode Student Eligibility (such as, manually adding a student or changing a student's school) will reflect in PearsonAccess Next the following business day.

[Back to Top](#)

Tracking Test Session Progress in PearsonAccess Next

District Assessment Coordinators (DACs), Assessment Administrators (AAs), and other staff who have access to PearsonAccess Next can utilize the following features within the system to monitor student test status: the Student Test Status Dashboard, Operational Reports, and Dashboards.

Student Test Status Dashboard

For the Reading, Mathematics, and Science MCAs, users can monitor test sessions using the Student Test Status Dashboard in PearsonAccess Next (Students in Session page). In the single session view, a pop-out button will display to the right of the session name for sessions with 100 students or fewer. Once the button is selected, the dashboard will open in a new browser tab. If monitoring multiple sessions, select a different session in the single session view to open the dashboard in another browser tab. Multiple sessions can be monitored by navigating between browser tabs. The dashboard will automatically refresh every 30 seconds. The student test status dashboard displays student name and MARSS/SSID number, test status (such as, Active, Ready, Completed, Resumed, etc.), test duration, battery indicator, and test progress. Refer to the *MCA Online Testing User Guide* posted on the [User Guides](#) page of the PearsonAccess Next website for more information on what is displayed on the student test status dashboard.

Operational Reports in PearsonAccess Next

For MCA and MTAS/Alt MCA, operational reports are available in PearsonAccess Next to help staff monitor testing progress. Information on specific operational reports, and tips on when to use the report, can be found in the *MCA Online Testing User Guide*, *MCA Data Entry User Guide*, and *MTAS/Alt MCA Data Entry and Online Testing User Guide*, posted on the [User Guides](#) page of the PearsonAccess Next website.

Dashboards in PearsonAccess Next

DAC and AA users have access to dashboard views in PearsonAccess Next (under Dashboard > Dashboard) to assist with verifying MCA/Alt MCA test session and test status and MTAS test status. For more information, refer to the View Dashboards section of the *MCA Online Testing User Guide*, *MCA Data Entry User Guide*, and *MTAS/Alt MCA Data Entry and Online Testing User Guide* posted on the [User Guides](#) page of the PearsonAccess Next website. Note: These dashboards provide overall status reports for looking at testing status at the school and/or district level; in contrast, the Student Test Session Dashboards are specific to individual test sessions.

[Back to Top](#)

Educator and Community Review Participants Needed

The MCA and MTAS/Alt MCA Test Development team is working to increase participation in this summer's Educator and Community Review Committees. These committees review test content to ensure the assessments

are aligned to the academic standards, are grade-level appropriate, and reflect the rich diversity and experiences of Minnesota students. Even with the database of participants we have, sometimes we have difficulty finding enough committee members for this important work. Please share this invitation with your math, reading, science, special education and English learner educators, as well as community members who your district has connections with.

These committees typically meet virtually during the summer, usually between 8:30 a.m.–4 p.m. Most meetings run between 2–5 days. Participants are paid an honorarium.

Additional details, including informational flyers to share with educators and the community and how to register for these opportunities, can be found on [MDE's website](#).

[Back to Top](#)

March Q&A Session: Closing ACCESS Administration and General MCA and MTAS/Alt MCA Test Administration

MDE will host a virtual Q&A session for District Assessment Coordinators (DACs) on March 25, from 2–3 p.m. that will focus on the ACCESS/WIDA Alt ACCESS window closure and general MCA and MTAS/Alt MCA test administration. New and experienced DACs are welcome to attend. [Pre-register for the March Q&A Session](#). Details for joining will be provided once registration is approved.

The prerequisites for the March Q&A session include Chapter 10 (After Test Administration) of the [Procedures Manual](#), focusing on ACCESS; Chapter 8 (General Test Administration); and Chapter 9 (Student Participation).

MDE collects questions from DACs prior to the event to help find and prepare relevant resources to share. After reading the chapters, [submit questions for the March Q&A Session](#). Q&A Sessions will not be recorded nor will CEUs be provided as these are considered additional supports rather than training events.

Please note: The registration process for all virtual events, including Q&A sessions and trainings, has changed and will require advanced registration. All participants must register for the event using their email addresses associated with their school, district, or educational agency. MDE will manually approve all registrations one business day prior to the event. Once registrations are approved, participants will receive a confirmation email with the link to the event.

Note: Registrations with non-work emails (for example, a Gmail or Yahoo account) will not be approved.

[Back to Top](#)

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Minnesota Department of Education

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