Assessment Update

Minnesota Department of Education

QUICK LINKS	IMPORTANT DATES
• Testing Windows Closing • Returning Secure Test Materials • District Confirmations and Options in Test WES • DAC Feedback Sessions: Registration • Statewide Testing Report Redesign Survey is Open (repeat)	**May 3:** *End of the MTAS (all subjects) and Mathematics and Reading MCA testing window* **May 7 (noon):** *Deadline to order additional Science MCA paper test materials in PearsonAccess Next* **May 9:** *Deadline to indicate District Confirmations and District Options in Test WES* **May 10:** *End of the Science MCA testing window* **May 13:** *Deadline to return secure test materials to Pearson*

Testing Windows Closing

Reading and Mathematics MCA and All MTAS Subjects (Reading, Mathematics, *and* Science)

Online Testing and Data Entry Deadlines

May 3 is the last day of the testing window for Reading and Mathematics MCA and all MTAS subjects, including Science MTAS. Pearson does not score any paper test materials, so districts must ensure that all student responses or MTAS data are entered online in order to be scored.

Districts must enter universal support and accommodation codes or change test assignments from MCA to MTAS in Test WES by May 2, in order for the updates to appear in PearsonAccess Next by the last day of the testing window.

Reading and Mathematics MCA

• All Reading and Mathematics MCA online testing must be completed by 5 p.m. on May 3.

- All student responses from Reading and Mathematics MCA paper test books must be entered in TestNav by 7 p.m. on May 3.

- Test codes (such as student or parent/guardian refusals) for all MCA subjects can be indicated in PearsonAccess Next until 7 p.m. on May 10. Note: The *MCA Online Testing User Guide* will be reposted with the accurate deadline listed on page 40 for indicating test codes.

Reading, Mathematics and Science MTAS

- Data for all subjects of MTAS (Reading, Mathematics, and Science) must be entered in PearsonAccess Next by 7 p.m. on May 3.

- Test codes (such as student or parent/guardian refusals) for MTAS must be indicated in PearsonAccess Next by 7 p.m. on May 3.

MTAS Data Entry Reminders

If a student's MTAS scores have been entered into PearsonAccess Next, but the student does not have an on-demand report, confirm the test has been submitted. Run an MTAS Data Entry Report in PearsonAccess Next to find tests not submitted. The District Status Report displays the data entry status of each student's MTAS assignment. Tests in "In Progress" status have one or more responses saved but not submitted while tests in "Completed" status have all responses entered but not submitted. For more information on running an MTAS Data Entry Report in PearsonAccess Next, refer to the *MTAS Data Entry User Guide*.

If a student's MTAS on-demand report has an NC (Not Complete) code, this means that not all data was entered for that student's test. If the data was entered incorrectly, contact the Pearson help desk at 888-817-8659 to reset the test. Refer to the *MCA/MTAS Irregularities* document for more details.

Science MCA Online Testing and Data Entry Deadlines

- The Science MCA testing window will close on May 10. All online testing for Science MCA must be completed by 5 p.m.

- All student responses from Science MCA paper test books must be entered in TestNav by 7 p.m. on May 10.

- Test codes (such as student or parent/guardian refusals) for all MCA subjects can be indicated in PearsonAccess Next until 7 p.m. on May 10. Note: The *MCA Online Testing User Guide* will be reposted with the accurate deadline listed on page 40 for indicating test codes.

- As indicated above, May 3 is the last day to enter Science MTAS data.

Manually Adding Students and Updating Information in Test WES for the Science MCA

May 9 is the last day to manually add students in Test WES, and also the final day to change the send indicator for high school Science MCA and to indicate universal support and accommodation codes for the Science MCA in Test WES.

Returning Secure Test Materials

Secure test materials must be returned to Pearson via UPS after the tests are administered and student responses and MTAS data are entered online. These secure test materials do not need to be held until the end of the testing window if testing is complete. Note that MTAS Learner Characteristics Inventory (LCI) and Data Collection Forms must stay on file at the district for one year.

To ensure materials are received by the deadline, work with your schools to confirm that all materials are returned in a timely manner. Depending on your process, materials at schools may be sent to the district for return or directly to Pearson. All materials must be shipped no later than May 13.

For more information, access the *Returning Secure Test Materials* document. For questions, contact the Pearson help desk at 888-817-8659 or submit a Pearson help desk request online.

Note: Pearson does not score any paper test materials. Ensure all MTAS data and student responses from paper MCA test books have been entered in PearsonAccess Next before shipping back the materials.

District Confirmations and Options in Test WES

The deadline for indicating district confirmations on the District Confirmations page in Test WES is May 9. Use the District Confirmations page in Test WES to confirm the following statements:

- All staff involved with statewide testing have completed required trainings prior to test administration, including the DAC.

- All students in the district being administered the MTAS and/or WIDA Alternate ACCESS meet all eligibility requirements at the time of testing.

- All policies and procedures were followed to ensure that students receive the supports and/or accommodations they require.

Also, by May 9, use the District Options page in Test WES to indicate the following options for the final reports shipment for MCA and MTAS:

- Whether your district wants to receive student results labels with the final Individual Student Reports (ISR) shipment. If selected, student results labels for every student tested are shipped to the district with final reports. These labels can be used on student permanent hard-copy files. The default option is set to not send results labels; districts must change the selection to receive the labels.

- Districts must also indicate whether they would like to receive paper copies of Individual Student Reports (ISRs) to distribute to families in the fall or if districts will provide families with electronic copies of ISRs from PearsonAccess Next. The default option is set to requesting paper copies of ISRs.

Note: It is not possible to order MCA/MTAS adhesive student results labels or paper copies of ISRs after May 9 but they will be available for districts to print in Published Reports in PearsonAccess Next.

DAC Feedback Sessions: Registration

MDE and Pearson are hosting optional in-person feedback sessions to gather information from District Assessment Coordinators (DACs). In these sessions, DACs will be able to provide feedback on the Learning Management System (LMS), and engage in conversations about the transition to MCA-IV and future improvements of MDE systems.

These feedback sessions are all optional, and all DACs are welcome to join. Details about each session are listed in the table below. If attending, only plan to attend one session. Register for an in-person session. If you are unable to attend an in-person session but would like to know what information was discussed, a shortened virtual session will be offered on May 17 from 1–3 p.m. Register for the shortened virtual session.

Session	Date and Time	Location
In-Person Session 1: Mankato	Tuesday, May 14 9 a.m.–3 p.m.	Courtyard by Marriott Mankato 901 Raintree Rd. Mankato, MN 56001
In-Person Session 2: St. Cloud	Wednesday, May 15 9 a.m.–3 p.m.	Courtyard by Marriott St. Cloud 404 W St. Germain Street St. Cloud, MN 56301
In-Person Session 3: NE Minneapolis	Thursday, May 16 9 a.m.–3 p.m.	Delta Hotels by Marriott Minneapolis Northeast 1330 Industrial Boulevard Northeast Minneapolis, MN 55413

Virtual Session	Friday, May 17 1–3 p.m.	Zoom	

Statewide Testing Report Redesign Survey is Open (repeat)

The Minnesota Department of Education (MDE) is excited to launch the Statewide Testing Redesign Survey. Your voice and the perspectives of your community are important to this effort as new academic standards are adopted in science, reading, and math, along with new assessments. The survey asks about how you receive, interpret, and use statewide assessment results. Your feedback will help MDE ensure the results from the new assessments students take beginning in Spring 2025 are as clear and useful as possible.

The survey is now open for submissions until May 19. It should take no longer than 15 minutes and responses will be completely anonymous.

MDE is hoping individuals in these groups will share their perspective:

- Students in grades 8–12
- Families of students in grades K–12
- Classroom educators
- School-level leadership staff
- District-level leadership staff
- Assessment coordinators
- Community group members and leaders
- State agency staff

Please share the link with your staff and families. Your expertise is critical to this process and we know your time is valuable. Thank you for your time and consideration. If you have any questions, please contact mde.testing@state.mn.us.

ACADEMIC STANDARDS, INSTRUCTION AND ASSESSMENT

Minnesota Department of Education

education.mn.gov > District, 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.