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

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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 *MDE DAC Posttest Editing Training* is posted in the [Learning Management System (LMS)](#).

Creating Blank Assessments to Indicate Test Codes

Blank assessment records can be created for adding test codes. Before adding any blank assessments, verify that you have already resolved all assessment errors or other warnings, as this may remove the need to create a blank assessment. To indicate a test code, use the Add Blank Assessment function to create a blank record. For step-by-step instructions, refer to page 33 of the *Test WES Posttest Editing User Guide*.

New for 2023–24: When a blank record is added in Test WES, you can now choose MTAS and WIDA Alternate ACCESS as an option, if the student would have taken an alternate assessment instead of MCA or ACCESS. Note: The last assessment added will default for future blank assessments, meaning if MTAS is selected that will be the default the next time you add a blank assessment. Confirm the assessment before adding.

Postsecondary Enrollment Options (PSEO) Students

Full-time PSEO students are not required to test and generally will not show up as discrepancies in Test WES if indicated correctly in student enrollment data. In special cases in which the district pays the college directly, a matching discrepancy will exist in Posttest Editing for the student. In these cases, districts submit a file to MDE via File Exchange in Test WES with the required information to indicate PSEO. Email MDE at mde.testing@state.mn.us when a file is uploaded to File Exchange to ensure the indications can be made as soon as possible. Refer to page 32 of the *Test WES Posttest Editing User Guide* for full details.

The deadline for submitting information on these PSEO students is Wednesday, June 5. This deadline allows MDE to ensure requests are entered.

Note: The district's statement must include all the bulleted items listed on page 32 of the user guide and must be uploaded in Test WES. Do not email the document.

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 40 of the *Test WES Posttest Editing User Guide.*

Late Score Entries Loaded to Test WES

All late score entry requests for MCA or MTAS and related materials must have been received by Pearson by noon on May 22 in order to be available in Test WES before the close of the Posttest Editing window. Any late score entry requests received after noon on May 22 will not be loaded in Test WES or included in the releases of final results this summer.

Entering Reimbursement Requests in GRR

Districts that have received assessment results for the college entrance exam they administered (ACT or SAT) should enter requests for reimbursements in the Graduation Requirements Records (GRR) system for eligible students. If a district has not previously received reimbursement for a grade 11 or grade 12 student, districts will be reimbursed for students eligible for a free/reduced-priced meal (FRP) who are entered into GRR.

Districts may also be reimbursed (on a prorated basis if necessary) for students who are unable to pay for the exam. Districts must determine the criteria for unable to pay and enter those requests in GRR.

Districts must submit eligible reimbursement requests no later than Sept. 6. Note: After requesting reimbursement, the district should confirm expected records using the reimbursement reports, which are refreshed each morning.

- The *Claimed Student Detail Report* shows the records that will be reimbursed and provides the reason for any record that will not be reimbursed.
- The *Estimated Student Amount Report* gives an estimate of the total reimbursement amount.

More information is in the *[Graduation Requirements Records (GRR) User Guide](#)* and in the *Graduation Requirements Records (GRR) Training*, which is posted in the [Learning Management System (LMS)](#).

MCA/Alternate MCA Review Committee Database – Seeking Interested Educators and Community Members

The MCA and Alternate MCA (currently known as MTAS) Test Development team values collaborating with educators and community members interested in being part of annual committees that review test materials before they are added to these tests for field testing.

Committee member groups include:

- Science, Math, and ELA classroom teachers with experience teaching the standards in grades 3–8 and high school.
- Special Education Teachers—all licensures, but particularly teachers who work with students with significant cognitive disabilities to review the alternate assessment.
- Multilingual learner educators.
- Community members.

Please consider sharing [this registration link](#) and summary with educators or community members to elevate more voices in this review process. By registering once in the database, individuals indicate interest in being invited to future committees. Each year, invitations are sent out based on expertise in grade level and content areas as committees are formed. Individuals can decline or accept the invitation based on their availability.

Each MCA and Alternate MCA Review Committees meets virtually, typically from 8:30 a.m.–4 p.m., for two to four days. Most committees occur from June–August, but there are also passage review committees that meet in February. Participants are paid a $160 honorarium per day for their participation, or the district or charter will be reimbursed for any substitute costs.

MCA Student Readiness Tools Feedback (repeat)

Students, parents/guardians, staff, and DACs are invited to provide feedback based on their use or review of the Student Readiness Tools (SRTs) through the SRT Feedback form. This form can also be accessed on the Student Readiness Tools page of the PearsonAccess Next website. The feedback form will be available through May 31.

Odds & Ends

MDE is closed on Monday, May 27, in observance of Memorial Day.

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.