

AN UPDATE FROM ACADEMIC STANDARDS, INSTRUCTION AND ASSESSMENT — MAY 29, 2024

QUICK LINKS	IMPORTANT DATES
<ul style="list-style-type: none"> • Posttest Editing Reminders • Secure Materials Status Report Available in PearsonAccess Next • 2024 Testing Time Report Available in PearsonAccess Next • Verifying Information in MDE-ORG for DAC Assignments 	<p>May 20: Begin retrieving early ACCESS results in Test WES</p> <p>May 20–June 7: Posttest Editing in Test WES</p> <p>June 6: Deadline to update enrollment data for Posttest Editing</p>

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 \(LMS\)](#).

Indicating EL in MARSS

For English learners to be eligible to take the ACCESS or WIDA Alternate ACCESS, they must be indicated as EL in MARSS. If a student took the assessment but their enrollment record indicates they are not EL, the report code will be set to INV (invalid) when published, and it cannot be changed. If these students are ELs, you must update their enrollment record in MARSS by June 6.

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

records 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, the most common issue is that the Writing assessment record was not merged with the record containing the Listening, Reading, and Speaking domains by DRC because student information on the two records did not match. Test WES may have been able to match – but not merge – the two assessment records; in such cases, districts can confirm the scores will be merged by ensuring that the demographic information matches exactly on both the active and inactive records. More information starts on page 40 of the *Test WES Posttest Editing User Guide*.

MARSS Enrollment Errors

A common Posttest Editing error districts are receiving is “During the testing window, the student was not enrolled in this or any other district.”

This error can sometimes be resolved by doing a “Find Enrollment Match” search, as it is often caused by MARSS enrollment errors. DACs should work with their district MARSS Coordinator and have new enrollment data submitted by June 6. If the MARSS Coordinator is not able to see any errors, they should contact MDE MARSS at marss@state.mn.us.

However, while districts must attempt to test all students who are enrolled at any time during the applicable testing window, only students who are enrolled on the first day of the testing window are required to have matching enrollment and assessment records due to participation requirements. This means that a MARSS Enrollment Matching Issues discrepancy will appear if a student is enrolled on the first day of the testing window and an assessment record is not found. Refer to Chapter 9 of the [Procedures Manual](#) for additional information about student participation.

Medical Excuse Code

Before indicating the Medical Excuse (ME) code, ensure that all four requirements listed on page 229 of the [Procedures Manual](#) have been met and documentation has been collected as evidence. It is strongly advised to use the *Sample Medical Excuse Documentation Form* found in Appendix A when using a ME code. Being absent due to sickness is not a valid reason to use the ME code.

Notifying MDE

The following documentation must be reported to MDE by the end of the Posttest Editing window, on Friday, June 7:

- Instances of plagiarism, if contacted by MDE
- Out of grade band assessment warnings for ACCESS and WIDA Alternate ACCESS, if contacted by MDE

- PSEO students where the college is paid directly (Note: The deadline to submit documentation for full-time PSEO students is Wednesday, June 5)

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Secure Materials Status Report Available in PearsonAccess Next

The *Secure Materials Status Report* is now available for download in PearsonAccess Next under Published Reports. This report includes any secure test materials for MCA and MTAS that have not been returned or scanned at the Pearson warehouse. If this report is not available for your district, that means Pearson received all your materials, and there are no missing materials. The report will be updated nightly through mid-June as materials are scanned, and then weekly until Sept. 23. For more information, refer to [Accessing the Secure Materials Status Report](#) user guide.

Note: When Pearson receives the materials in the warehouse, it may take some time to scan the items. As of last week, Pearson has scanned all materials received at the warehouse. If any missing materials are still unaccounted for, Pearson will contact your district to return the outstanding materials.

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2024 Testing Time Report Available in PearsonAccess Next

The *Testing Time Report* for the 2024 MCA test administration is available for District Assessment Coordinators (DACs) in [PearsonAccess Next](#) under Published Reports. *Testing Time Reports* are available at the district-level and provide cumulative testing time information by student. The time (in seconds) indicates the total time a student spent on both scorable and non-scorable (for example, student directions, section end pages, start of section) items.

This report is intended to provide districts information to plan for future administrations by confirming the amount of time students tested, or to identify trends by grade or subject across the district. The data provided in this report is not meant to be used to make decisions about individual students. Refer to the [Published Reports Quick Guide](#) for detailed instructions on how to access published reports in PearsonAccess Next.

Contact Pearson at 888-817-8659 or submit a [Pearson help desk request online](#) with any questions.

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Verifying Information in MDE-ORG for DAC Assignments

As MDE or Pearson may need to contact districts this summer, please ensure that the DAC contact information is current in the [Minnesota Department of Education-Organization Reference Glossary \(MDE-ORG\)](#). If the primary DAC is not available this summer, please add an Alternate DAC who will be available.

All contact information in MDE-ORG is updated and maintained by the district's Site Verification Coordinator (SVC). You can look up the SVC for your district in [MDE-ORG](#). If the SVC has any questions about the process, they can contact mde.school-verify@state.mn.us for support.

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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.