AN UPDATE FROM ACADEMIC STANDARDS, INSTRUCTION AND ASSESSMENT — JUNE 20, 2024

QUICK LINKS	IMPORTANT DATES
- Important Dates for Results Release - Embargoed Student Results in Secure Reports 2024–25 WIDA Screener Online Administration - WIDA Non-Disclosure and User Agreement - Posttest Editing Discrepancies Report - Test Security Checklist - Verifying Information in MDE-ORG - Translated Forms Now Available: 2024–25 Parent/Guardian Participation Guide and Refusal Information - DAC Reporting Trainings - MDE Employment Opportunity: Student Pathways Analyst	**June 28:** *Access embargoed final student results in District and School Student Results (DSR/SSR) files in Secure Reports (ACCESS, MCA, and MTAS only)*

Important Dates for Results Release

The 2023–24 *Important Dates for Results Release* have been finalized and posted to the Policies and Procedures page of PearsonAccess Next. This document contains all final assessment and accountability reporting tasks and dates for the ACCESS, WIDA Alternate ACCESS, MCA, and MTAS. If you cannot view the updated document, please refresh the page and/or clear your cache.

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Embargoed Student Results in Secure Reports

Final student-level ACCESS, MCA, and MTAS assessment results will be available in the District and School Student Results (DSR and SSR) files on June 28. The DSR/SSR files contain the student-level data from the assessments, including demographic information, achievement level information, and various test scores and data as applicable.

These results will be under embargo until the public release of assessment results. During the embargo, districts can use final assessment results to prepare for questions from the media and local stakeholders. It is up to the district to determine whether or not to share embargoed assessment data with students, families, and staff for instructional purposes. Preliminary or embargoed results cannot, however, be discussed in public forums, reflected in public meeting minutes (such as school board meetings), or shared with the general public or media until the final assessment results have been released publicly.

Note: Final WIDA Alternate ACCESS student-level results will not be included at this time due to additional standard setting steps needed for a new assessment. These results will be available on Sept. 24.

Data Privacy and Sharing Results

Individually-identifying student results should not be shared publicly at any point as required under FERPA regulations. Student-level results should only be shared with those who have a legitimate educational interest or others permitted by the Minnesota Government Data Practices Act or FERPA to access private educational data. Be sure to remind building principals and any other staff that have access to assessment data of the policies regarding sharing embargoed data and ensure they understand what it means to abide by the embargo.

Districts and schools may share preliminary results or final embargoed assessment results with school officials who are not district or school staff, including school board members and charter school authorizers, if specific requirements are met. For more information, refer to *Sharing Students' Private Information and Results Outside the School and District* beginning on page 278 of the *Procedures Manual*.

Late Returns and Late Score Entries

Any late returns (for ACCESS/WIDA Alternate ACCESS) or late score entries (for MCA/MTAS) that were not available in Test WES during Posttest Editing will not be included in the DSR and SSR files. These scores will be added later this fall and will not be available for the embargoed release or the public release.

Additional Resources

The following resources will be available by the DSR/SSR release date to support districts with using and understanding the results:

- Chapter 11 of the *Procedures Manual* provides guidelines for using the assessment data and abiding by the embargo.

- The *2023–24 District and School Student Results (DSR and SSR) User Guide* will be posted on the Assessment Secure Reports page. It provides information on the content and file format of the DSR and SSR files, as well as how to access them in Secure Reports.

- The *Statewide Assessments: Using District and School Student Results (DSR and SSR) Files* will be posted on the District Resources page (under the Test Score Interpretation Resources expandable heading). It is a one-page resource that provides information for district staff about using the DSR/SSR files.

2024–25 WIDA Screener Online Administration

The 2024–25 administration of the WIDA Screener Online will open in WIDA AMS on Friday, June 28. Permissions for the new WIDA Screener administration will be assigned to existing users prior to this date. **All Speaking and Writing responses from the 2023–24 administration year must be scored by Thursday, June 27**, before the 2023–24 administration changes to read only.

Additionally, please note:

- WIDA and DRC held a webinar on **WIDA AMS and DRC Technical Enhancements for 2024–2025**. Watch the recording in the WIDA Secure Portal to learn about improvements to Reporting Services, Test Monitoring and new features for Test Management.

- DRC will house only the current year plus the two previous years' score reports in WIDA AMS. If your district needs score reports for WIDA Screener Online or ACCESS for the 2021–22 testing year, download your reports before June 30.

For questions related to WIDA AMS, please contact DRC Customer Service at wida@datarecognitioncorp.com or 855-787-9615.

WIDA Non-Disclosure and User Agreement

The first time educators log in to the WIDA Secure Portal on or after July 1, they will be prompted to agree to the Non-Disclosure and User Agreement (NDUA). As a reminder, educators will not be able to view secure materials and resources without first agreeing to the NDUA.

Note: This NDUA is specific to the WIDA Secure Portal and does not apply or replace the MDE Test Security training that will be posted next school year.

Posttest Editing Discrepancies Report

The Posttest Editing Discrepancies Report, available under File Transfer on the Test WES Dashboard, is a list of the district's discrepancies that remained at the end of Posttest Editing. This report may be helpful if there are questions about a student's results following the release of final assessment results. Note that remaining discrepancies can no longer be resolved.

Test Security Checklist

Most of the trainings in the Learning Management System (LMS) will be removed on June 21, including the *Test Security Training*. If your district hires a new DAC this summer—or another person working closely with testing— use the *Test Security Checklist* to provide training and basic information about test security before the updated training is available in the following year. The *Test Security Checklist* is available in Hmong, Somali, and Spanish for staff who may need the checklist in another language.

Note: If using paper copies of the *Test Security Checklist*, it is required to keep the copies signed by staff on file for two years after the year of administration in case of a security violation.

Verifying Information in MDE-ORG

As MDE or service providers may need to contact districts this summer regarding statewide assessments, 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.

Shipping Addresses

All addresses used to ship Individual Student Reports (ISRs) and student results labels (if paper versions were selected) **for the MCA and MTAS** will be populated from MDE-ORG. Districts should verify the shipping addresses in MDE-ORG and update as needed **by July 7**. Shipping addresses for the ACCESS and WIDA Alternate ACCESS will **not** be automatically updated by changes to MDE-ORG.

- The Assessment Shipping address is a separate field in MDE-ORG that allows districts and schools to indicate a specific address where they would like test materials shipped at both the district and school levels.

- If there is no Assessment Shipping address present in MDE-ORG, the Location: Physical address will be used; if no Location: Physical address exists, the Mailing address will be used (but updates may be required as test materials cannot be shipped to P.O. boxes).

- If the Location: Physical address is the correct address to ship test materials, then a separate Assessment Shipping address does not need to be added for the district and/or each school.

If updates are needed in MDE-ORG, the district's Site Verification Coordinator must make changes in the MDE District and School Site Verification system.

Translated Forms Now Available: 2024–25 Parent/Guardian Participation Guide and Refusal Information

Translated versions of the 2024–25 *Parent/Guardian Participation Guide and Refusal Information* forms for statewide assessments are now available in the 10 most populous languages in Minnesota on the Translated Documents page of the MDE website. The 2024–25 English version of the form must be included in the 2024–25 student handbook and posted on the district's or charter school's website.

DAC Reporting Trainings

MDE will post two reporting trainings to the Learning Management System (LMS) this summer to support new DACs through the reporting stages. The table below includes information about the two trainings, including topics, prerequisites, and posting dates.

The MDE District Assessment Coordinator Trainings and Q&A Sessions document has been updated to reflect these dates and is posted under the District Assessment Coordinator expandable header on the District Resources page of the MDE website. Note: MDE will not be hosting any Q&A sessions over the summer. Please contact mde.testing@state.mn.us with any questions related to the reporting stages.

Training Title	Prerequisites	Posting Date in the Learning Management System (LMS)
New DAC Reporting Training 1: Secure Systems, Reporting Stages, and DSR/SSR Files	Chapter 11 (Statewide Assessment Results) from the *Procedures Manual*	June 28, 2024

Training Title	Prerequisites	Posting Date in the Learning Management System (LMS)
New DAC Reporting Training 2: Test Results Summary and Public Release of Results	- Chapter 11 (Statewide Assessment Results) from the *Procedures Manual* *Appropriate and Inappropriate Uses of MCA and ACCESS Results* infographics	July 26, 2024

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MDE Employment Opportunity: Student Pathways Analyst

The Data Practices and Analytics division is currently seeking a Student Pathways Analyst to enhance overall knowledge of K–12 educational programs and their outcomes through expanded use of the Statewide Longitudinal Education Data Systems (SLEDS) data and reports.

If you are interested (or know someone who may be interested) in a new and challenging opportunity, consult the position description and application instructions on the State of Minnesota Careers website. The Job ID is 77525, and the **posting is open until July 5**. Visit the State of Minnesota Careers website for more information and to apply.

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Minnesota Department of Education

education.mn.gov > District, Schools and Educators > Teaching and Learning > Statewide Testing

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