

AN UPDATE FROM ACADEMIC STANDARDS, INSTRUCTION AND ASSESSMENT — JULY 17, 2024

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## ACCESS DSR/SSR Update

Final student-level ACCESS [District and School Student Results](#) (DSR and SSR) files have been updated for some NA (Not Assessed) records. When the DSR was initially published, some ACCESS records where a blank record was added in Posttest Editing were missing some domains and/or a composite. All records have now been included. All of these records were indicated as NA (Not Assessed) or had a test code indicated (such as NE for Not Enrolled); no scores were missing.

If summarizing ACCESS data at the district using the DSR/SSR files, only valid scores should be included. A score of 0.0 appears in score fields for NC (Not Complete) records and these scores should not be included in summaries.

Note: These results will remain under the embargo until the public release of assessment results on Aug. 29.

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## Embargoed Test Results Summary

Next Friday, July 26, embargoed assessment results will be available in Test Results Summary on the [Secure Reports](#) page of the MDE website. The Test Results Summary reports include final summary data for MCA, MTAS, and ACCESS. All assessment results continue to be under embargo until Aug. 29. During the embargo,

districts can use the final assessment results to prepare for questions from the media and local stakeholders. They may share the results with district teachers and staff for planning or instructional purposes, but may not share the results publicly.

The following resources will be available by the Test Results Summary release date to support districts:

- The *2023–24 Test Results Summary User Guide* will be posted on the [Assessment Secure Reports Data Submissions](#) page and provides data and format information about the summary files available for 2021, 2022, 2023 and 2024 test administrations at the school and district level.
- The *Statewide Assessments: Using Test Results Summary* one-page resource will be posted on the [District Resources](#) page (under the Test Score Interpretation Resources expandable heading) and includes information about the summary files for district staff.

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## ***WIDA Accessibility and Accommodations Manual Updated for 2024–25***

WIDA's [Accessibility and Accommodations Manual](#) for ACCESS and WIDA Alternate ACCESS has been updated for 2024–25 and is now available on the WIDA website. Please note the following changes:

- Added clarification about the use of electronic devices for medical purposes in the test environment.
- Revised guidance on scribing in Appendix C to include more detail related to the use of augmentative/alternative communication (AAC) devices, and to remove requirements around spelling, punctuation and grammar.

WIDA also has an accommodations checklist for each assessment, to support local IEP and 504 Plan teams in determining the appropriate accommodation(s) for their English learners. Find these accommodations checklists in Appendix D of the *Accessibility and Accommodations Manual* or on the Resources/Recursos page of the WIDA website.

Minnesota follows all guidelines and accommodations recommended in the *Accessibility and Accommodations Manual*. Contact [mde.testing@state.mn.us](mailto:mde.testing@state.mn.us) with any questions related to references to state-specific information or guidance in this manual. In addition, state-specific guidance is included in the [Procedures Manual](#).

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## 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 no later than Sept. 6.

If a district has not previously received reimbursement for a grade 11 or 12 student, districts will be reimbursed for students eligible for free/reduced-price meals (FRP) who are entered into GRR. If funding allows, districts may also be reimbursed fully or on a prorated basis 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.

More information is in the [Graduation Requirements Records \(GRR\) User Guide](#) and in the recorded GRR training posted to the [Learning Management System \(LMS\)](#).

### Common Issues

If uploading a file, verify that all information is entered exactly as specified in the File Format section of the *GRR User Guide* and that the format of the data entered matches the required format for the cell (matching the row of sample data). Before uploading, delete the row of sample data but do not remove any columns from the file. If copying and pasting text from another document, use “Values” as the paste format to maintain formatting of the file format template.

In addition, any student identity error must first be resolved in MARSS and/or the Student ID Validation system before the record can be added into GRR. Student data entered in GRR must match MARSS data. If you receive the “Student match based on matching rules, but ID is different” message, check the following:

- A nickname has been entered instead of the full name (for example, “Ben” instead of “Benjamin”).
- The student’s last name is incomplete or not entered correctly (for example, “Carlson” or “Carlson-Hernandez” instead of “Carlson Hernandez”).

### Reimbursement Reports

After districts enter reimbursement requests in GRR, they must confirm that the students for which they expect reimbursement are included in the reimbursement reports; these reports are refreshed each morning. It is important to confirm student information is entered correctly to avoid incorrect reimbursements made to the district. Two reports are available: The Claimed Student Detail Report and the Estimated Student Amount Report. The Claimed Student Detail Report details what records will be reimbursed (or the reason records will not be reimbursed). The Estimated Student Amount Report gives an estimate of the amount to be received.

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## ***Pearson Customer Support Summer Hours***

Pearson Customer Support summer hours are 7 a.m.–4:30 p.m., Monday–Friday until Aug. 31. Customer Supports hours will return to normal (6 a.m.–7 p.m.) on Sept. 1.

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## ***DAC Reporting Training 2***

On July 26, MDE will post the *New DAC Reporting Training 2* to the [Learning Management System \(LMS\)](#). This is the second of two reporting trainings that are designed to support new DACs through the reporting stages and will focus on the Test Results Summary and the public release of results. The prerequisites for this training include:

- Chapter 11 (Statewide Assessment Results) from the [Procedures Manual](#)
- *Appropriate and Inappropriate Uses of MCA Results* and *Appropriate and Inappropriate Uses of ACCESS Results* infographics posted on the [District Resources](#) page (under the Test Score Interpretation Resources expandable heading)
- *New DAC Reporting Training 1*, which was posted to the LMS on June 28 and covers MDE’s secure systems, reporting stages, and DSR/SSR files

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### **ACADEMIC STANDARDS, INSTRUCTION AND ASSESSMENT**

Minnesota Department of Education

[education.mn.gov](http://education.mn.gov) > District, Schools and Educators > Teaching and Learning > Statewide Testing

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