

AN UPDATE FROM ACADEMIC STANDARDS, INSTRUCTION AND ASSESSMENT — SEPT. 11, 2024

QUICK LINKS	IMPORTANT DATES
<ul style="list-style-type: none"> • Deadline This Friday for ACCESS Requests • Testing Calendar Updates • District Assessment Coordinator Trainings and Q&A Sessions (2024-25) • 2024-25 ACCESS Manuals and Redesigned Training Courses Available Now • Opportunity for District SIS and Data Warehouse Vendors • MDE Employment Opportunity: Health Education Specialist • Odds and Ends 	<p>Sept. 13: <i>Deadline to request ACCESS score appeals, transcription requests, test booklet searches, or data corrections</i></p> <p>Sept. 24: <i>Access embargoed final student results in District and School Student Results (DSR/SSR) files in Secure Reports (WIDA Alternate ACCESS only)</i></p> <p>No later than Oct. 1: <i>Post district testing calendar to website</i></p>

Deadline This Friday for ACCESS Requests

The deadline to request a scoring appeal, transcription request, or test booklet search for spring 2024 ACCESS is this **Friday, Sept. 13**. Due to delayed reporting for the WIDA Alternate ACCESS, the deadline to request a scoring appeal, transcription request, or test booklet search for spring 2024 WIDA Alternate ACCESS is Tuesday, Oct. 29.

- Scoring appeals may be requested for either the Writing (paper or online) or Speaking (online only) domains of the grades 1–12 ACCESS when there is a concern that a student’s test may have been scored incorrectly. DACs must email mde.testing@state.mn.us with the student’s MARSS/SSID number and the rationale for the score appeal.
- Transcription requests may be submitted if there is concern that a student or Test Administrator did not use a Number 2 pencil or did not fill in the bubble or answer area to completion for paper test materials.
- Test booklet searches may be requested when student’s score was not included results and it is suspected that a completed test booklet 1) had a district/school label but no student information bubbled, 2) bubbled student information but no district/school label, or 3) a Do Not Score Label applied.

More detail, including possible costs, are described in Chapter 10 of the [Procedures Manual](#) starting on page 247.

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Testing Calendar Updates

District Testing Calendar Reminder

Districts are required to post a comprehensive testing calendar on the district website; this information may also be posted on school-level websites if the district chooses. The calendar must be published at least one week prior to any eligible assessments being administered, but no later than Oct. 1. Districts may choose how to display the information (for example, in a chart or a calendar format), but it should be presented in a way that is as easy to access as possible. Core requirements for the information that must be included on the district testing calendar have not changed and are detailed in Chapter 6 of the [Procedures Manual](#).

If a district has not yet established specific dates when students will be testing, MDE recommends using previous years' timeframes as a starting place and then updating them as testing schedules are known or changed. Districts should keep their testing calendar up to date throughout the school year.

State Testing Calendars

The draft *2026–27 Testing Calendar* is posted on the [Statewide Testing](#) page, under the Testing Calendar expandable header. Send any comments to mde.testing@state.mn.us. Draft testing calendars are posted for one year before they are finalized. The *2024–25 Testing Calendar* and *2025–26 Testing Calendar* are also available.

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District Assessment Coordinator Trainings and Q&A Sessions (2024–25)

The *District Assessment Coordinator Trainings and Q&A Sessions* has been updated and is in the process of being posted on the [District Resources](#) page of the MDE website (under the District Assessment Coordinator Resources expandable heading). This document provides dates and times for MDE trainings and Q&A sessions for DACs for planning purposes. Note: The download link is currently being updated and is expected to be available by the end of the week.

For the 2024–25 year, MDE will be offering a combination of in-person and virtual training sessions, with some trainings only offered virtually. All DACs, new and experienced, are invited and welcome to attend all events; however, some of the events are designed specifically to support new DACs in their role. Detailed information, links to prerequisites, and registration information will be provided prior to the event in the weekly *Assessment*

Update. In addition, information about WIDA/Data Recognition Corporation (DRC) and Pearson trainings will be provided in the *Assessment Update*.

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2024–25 ACCESS Manuals and Redesigned Training Courses Available Now

The *ACCESS Test Administrator Manual*, *District and School Test Coordinator Manual*, and *Test Administrator Essentials* have been updated for the 2024–25 testing year and are available in the [WIDA Secure Portal](#) (login required) under Resources.

- New Test Administrators and new District and School Assessment Coordinators should read through the sections of the manual relevant to their role in testing.
- Experienced Test Administrators and District and School Assessment Coordinators should read the updates in the “New for the 2024–25 School Year” section, and review other sections as needed.
- All WIDA Alternate ACCESS test administrators should read part 2, section 7 of the *Test Administrator Manual* in its entirety to become familiar with the updated operational assessment.

WIDA’s updated ACCESS training courses are also available now, including the Online ACCESS for ELLs: Administration, Paper ACCESS for ELLs: Administration, and Alternate ACCESS: Administration and Scoring. These training courses can be found on the WIDA Secure Portal under Assessment Training. To learn more about the training courses and other assessment updates, read [What to know: WIDA assessments in 2024-25 school year](#).

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Opportunity for District SIS and Data Warehouse Vendors

For the spring 2025 test administrations, Student Information System (SIS) and data warehouse vendors will have the opportunity to receive regularly scheduled extracts of preliminary on-demand data for the Reading and Mathematics MCA and Reading and Mathematics MTAS during the testing window and/or final data extracts for all subjects of MCA and MTAS/Alt MCA and ACCESS/WIDA Alternate ACCESS following the release of the DSR/SSR files. These extracts allow vendors to load the data directly into their system for access by schools and districts. To participate in this service, districts and charters must enter into a data sharing agreement with their associated vendor and MDE. Vendors will be given the option of receiving preliminary data, final data, or both on behalf of their member districts. Vendors need to commit **no later than Friday, Oct. 18**.

The SIS and data warehouse vendors must configure their system to receive the preliminary data in the file layout provided by Pearson. A file layout for the final results will also be provided to participating vendors by MDE.

If your district is interested in utilizing this service, consider contacting your SIS or data warehouse vendor to encourage them to participate. If your SIS or data warehouse vendor is not listed above, you can request that they contact Pearson for more information at 888-817-8659 or [submit a help desk request online](#).

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MDE Employment Opportunity: Health Education Specialist

The Academic Standards, Instruction and Assessment Division is looking for an Education Consultant 3 – Health Education Specialist to join the Academic Standards team. This position will provide direction, leadership, and strengthen capacity of school districts and to the Academic Standards, Instruction and Assessment team so that all students can meet state academic standards and are prepared for postsecondary and career success. Additionally, the Health Education Specialist will facilitate the development, implementation, and support of the statewide academic standards in health and serve as the state expert and primary resource for K–12 health education.

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 79742, and the posting is open until Sept. 23. Visit the [State of Minnesota Careers](#) website for more information and to apply.

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Odds and Ends

Pearson Customer Support Hours

Pearson Customer Support has returned to its regular hours of 6 a.m.–7:30 p.m., Monday–Friday. Contact the Pearson help desk with any questions at 888-817-8659 or [submit a Pearson help desk request online](#).

PearsonAccess Next Outage

The PearsonAccess Next secure site will be unavailable due to scheduled maintenance from 3 p.m. on Friday, Sept. 13 to 8 a.m. on Monday, Sept. 16.

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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.