

AN UPDATE FROM ACADEMIC STANDARDS, INSTRUCTION AND ASSESSMENT — JAN. 29, 2025

QUICK LINKS	IMPORTANT DATES
<ul style="list-style-type: none"> • Key Communication Delivered through GovDelivery • ACCESS/WIDA Alternate ACCESS Testing Window is Open • Upcoming Opportunities • Tech Update 	<p>Nov. 25–May 1: Complete Pretest Editing in Test WES</p> <p>Jan. 6–March 21: Complete administration tasks in WIDA AMS</p> <p>Jan. 27–March 21: ACCESS and WIDA Alternate ACCESS testing window</p>

Key Communication Delivered through GovDelivery

New for this year, MDE will send critical updates related to test administration through GovDelivery to District Assessment Coordinators (DACs) and District Technology Coordinators (DTCs) listed in [MDE-ORG](#). Please make sure to add mnmdede@service.govdelivery.com to your Safe Senders list so that any messages will not end up in your junk or spam mailboxes.

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ACCESS/WIDA Alternate ACCESS Testing Window is Open

The testing window for the ACCESS and WIDA Alternate ACCESS is now open. Below are a few key reminders to help ensure a smooth testing process.

Preparing for Test Administration

- Be prepared to administer the ACCESS Online using the available [technology resources](#).
- Add newly enrolled or newly identified English learners directly into WIDA AMS.
- Order additional materials, if needed. Paper test materials were recently delivered to districts. The additional materials ordering window is now open. WIDA requests that districts use both the district overage and school overage before requesting additional orders. Note: To reduce waste and shipping costs, districts should attempt to consolidate all additional material needs from individual schools into a single district order.

For any questions about technology preparation, manually adding students in WIDA AMS, or ordering additional test materials, contact the DRC help desk at WIDA@datarecognitioncorp.com or 855-787-9615.

Indicating EL in MARSS

Only students who are identified as English learners in enrollment data submitted to MDE are eligible to take the ACCESS or WIDA Alternate ACCESS. All students who participate in the ACCESS/WIDA Alternate ACCESS without their EL status indicated in enrollment data submitted to MDE will have their test results automatically invalidated in June. Once invalidated, it is not possible to reinstate a student's testing record. Work with your EL staff and your MARSS Coordinator to ensure that English learners' enrollment records correctly indicate their EL status.

Common Misadministrations

Each year, the four misadministrations below are common across the state. Please review the prevention tips to help your Test Administrators avoid these situations.

- Incorrect test tickets
 - Issue: Students log in with the wrong test ticket.
 - Prevention tip: Be sure Test Administrators distribute the correct test tickets to students and that each student verifies that the information on the ticket is correct. This check is part of the *Test Administrator's Script* that is required to be read before students begin testing.
- Missing or incomplete writing response booklets
 - Issue: Students in grades 4–5 are not provided a Writing Response Booklet for the Writing domain test or do not understand how to provide their responses in a booklet while viewing the prompts online.
 - Prevention tip: Remind Test Administrators to carefully follow the instructions in the grades 4–12 *Test Administrator's Script* to ensure the test is administered correctly.
- Incorrect test or mode
 - Issue: Students take the wrong test (for example, ACCESS instead of WIDA Alternate ACCESS) or the wrong mode of the test (for example, ACCESS Online instead of ACCESS Paper).
 - Prevention tip: Ensure that Test Administrators know which students are assigned to each test or who require universal supports and/or accommodations, which may affect the mode of the test the student takes.
- Student demographic information is incorrect
 - Issue: When a student takes a paper test without a Pre-ID label provided by WIDA, hand-bubbled student information is entered inaccurately on the front and/or back covers of the test booklet.

- Prevention tip: All student demographic information that is hand-bubbled must match the student’s enrollment data *exactly*. Common mistakes include misspelled or incomplete first and last names, incorrect birthdates, and wrong grade levels. Using the student’s enrollment information as a guide, carefully complete both the front and back covers of the test booklet with a number 2 pencil to record all student information—including writing one letter/number in each box and filling in the corresponding circle below each letter/number, as indicated. Review both sides of the test booklet and confirm that all circles are filled in completely. Additional information can be found under *Verifying and Correcting Student Information for Testing* in Chapter 8 of the [Procedures Manual](#).

Active Monitoring

Test Administrators must actively monitor students throughout the entire test administration and ensure that all students are working independently and making progress in their tests. Test Administrators cannot complete other tasks, such as lesson planning, grading papers, or talking casually with other staff.

Materials on Walls or Student Desks

Any materials that pertain to direct language instruction or the language expectations of an academic content area should be covered or removed during test administration. If testing is taking place in an EL classroom, all materials on walls or student desks that pertain to language instruction should be covered or removed. Although content is referenced in the test items, a student’s content knowledge is not part of the language proficiency scoring. If there is any question about whether the materials support language instruction, cover or remove them. MDE does not have a list of materials that can remain visible to students during testing.

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Upcoming Opportunities

February Q&A Session: Precode, Preliminary Results, and General Test Administration

MDE will host a virtual Q&A session for District Assessment Coordinators (DACs) on Feb. 11, from 2–3 p.m. that will focus on precode, preliminary results, and general test administration. New and experienced DACs are welcome to attend. [Register for the February Q&A Session](#). Details for joining are provided once participants register. Please note that registration will close 24 hours in advance of the Q&A session.

The prerequisites for the February Q&A session are the *Understanding Student Precode* training, which is posted in the [Learning Management System](#) (LMS), and the following sections from Chapter 11 of the [Procedures Manual](#): *Use of Results from Service Provider Systems* and *Abiding by the Embargo*.

MDE collects questions from DACs prior to the event to help prepare and find relevant resources to share. After reading the chapters, [submit questions for the February DAC Q&A Session](#). Q&A Sessions will not be recorded nor will CEUs be provided as these are considered additional supports rather than training events.

PearsonAccess Next: New DACs (1–2 years)

Pearson will provide a comprehensive overview of PearsonAccess Next for first- and second-year District Assessment Coordinators (DACs) on Feb. 4 from 1–3 p.m. [Select this link to register for the Feb. 4 PearsonAccess Next: New DACs \(1–2 years\) Training](#). For MCA and Alt MCA, the training will focus on viewing student data, viewing universal supports and accommodations, creating and managing test sessions, printing student testing tickets and sessions rosters, resuming student tests, and indicating test codes. For MTAS, the training will cover assigning teachers to student tests, entering LCI and student data, indicating test codes, and viewing data entry status reports.

Note: Registration closes 24 hours before the event, and participants will be approved by Pearson/MDE on Monday, Feb. 3. Once approved, you will receive an email with the meeting passcode and link to join the meeting. If you are unable to attend the virtual training, a recording of the training will be posted to the [Learning Management System](#) (LMS) on Friday, Feb. 14 (in the DAC catalog).

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Tech Update

DRC System Status Webpage

The [DRC System Status webpage](#) provides real-time updates on operations of WIDA AMS, INSIGHT, the Testing Site Manager, and Educator Scoring.

Administering ACCESS Online or WIDA Screener on iPad Devices

If you are using iPad devices on iPadOS version 16.1 or lower to administer ACCESS Online or WIDA Screener Online testing, you may need to manually enable Cross-Website Tracking on each iPad testing device. This feature must be enabled due to the enhanced privacy feature, Intelligent Tracking Prevention (ITP), released by Apple.

If the iPad device does not have the Cross-Website Tracking feature enabled, student testing in DRC INSIGHT will be interrupted by Content Retrieval Errors. In this case, student testing cannot resume until the feature is enabled.

To manually enable Cross-Website Tracking, perform the following steps on each iPad:

1. Navigate to Settings

2. Select DRC INSIGHT Online Assessments
3. Toggle Allow Cross-Website Tracking to on

Refer to the *Technology User Guide*, located on [WIDA AMS](#) for further information (no log in is required to access technical and test administration materials). Please contact DRC Customer Support at wida@datarecognitioncorp.com or 855-787-9615 with any questions.

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Minnesota Department of Education

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

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