

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

QUICK LINKS	IMPORTANT DATES
<ul style="list-style-type: none"> • Pretest Editing in Test WES for MCA and MTAS/Alt MCA Preparation • Preparing for the ACCESS/WIDA Alternate ACCESS Testing Window • Learning Management System Learner Page Update • Health Standards Committee Application • MDE Employment Opportunity: Physical Education Specialist • Upcoming Opportunities • Odds & Ends 	<p>Nov. 25–Dec. 13: <i>Indicate the number of ACCESS Online testers for grades 1–12 and order test materials during Materials Ordering in the WIDA Assessment Management System (WIDA AMS)</i></p> <p>Nov. 25: <i>Pretest Editing opens in Test WES</i></p>

Pretest Editing in Test WES for MCA and MTAS/Alt MCA Preparation

The Pretest Editing window for MCA and MTAS/Alt MCA preparation opens on Nov. 25. Pretest Editing is the process during which districts verify or enter the requested information for MCA and MTAS/Alt MCA so that 1) correct student records (with or without accommodations and/or universal supports) are sent to Pearson in precode, and 2) Pearson automatically sends the appropriate MCA paper test materials or MTAS/Alt MCA test materials with the initial shipment of test materials to districts or schools in February.

DACs must also enter important information under the District Options and District Confirmations screens in Test WES. This includes verifying Individual Student Reports (ISRs) from 2024 have been delivered and indicating shipping preferences for test materials.

An updated *Pretest Editing User Guide*, with step-by-step instructions and screenshots, is posted on the [Test WES](#) page of the MDE website, and *Pretest Editing in Test WES* training is posted to the [Learning Management System](#) (LMS) (click the MDE Systems tag). Note: MDE recommends downloading the user guide first to help you follow along while watching the training.

Preparing for the ACCESS/WIDA Alternate ACCESS Testing Window

WIDA AMS Tasks

The Materials Ordering window will be open from Nov. 25–Dec. 13 in [WIDA AMS](#). DACs will need to complete the following tasks for each of their schools during that time to receive ACCESS and WIDA Alternate ACCESS paper test materials. This ordering is done when districts indicate the following information by school:

- The number of Kindergarten ACCESS testers.
- The number of WIDA Alternate ACCESS testers by grade cluster.
- The number of large print and braille test booklets by grade cluster and tier or format for eligible students.
- The number of ACCESS Paper testers by grade cluster and tier. Note: ACCESS Paper can be ordered either as accommodations for students with IEPs or 504 plans or for students enrolled in U.S. schools for less than a year. Refer to *Test Administration Considerations for ACCESS* in Chapter 8 of the [Procedures Manual](#) for additional information.
- The number of ACCESS Online testers for each grade cluster.
 - Though the majority of English learners are administered the ACCESS Online, paper test materials are needed for the grade-level clusters 1, 2–3 and 4–5 Writing tests. DRC will automatically send paper test materials for the indicated number of ACCESS Online testers in these grade clusters.
 - Note: While a fully online option exists for the grade cluster 4–5 Writing test, the default response mode in Minnesota for the grade cluster 4–5 Writing test is handwriting.

Note: When completing Materials Ordering, please verify the shipping address information in WIDA AMS and make updates if required.

For more information on Materials Ordering for the ACCESS and WIDA Alternate ACCESS, please refer to the WIDA AMS User Guide. Access the WIDA AMS User Guide from the link within the Get Help section of the [WIDA AMS landing page](#) or by logging into WIDA AMS and selecting My Applications > General Information > Documents. Additionally, both the Online ACCESS for ELLs: Administration and the Paper ACCESS for ELLs: Administration assessment training courses include modules on planning and logistics that cover materials ordering. Access WIDA assessment trainings on the [WIDA Secure Portal](#) (login required).

Important Date for the Precode File

In December, MDE will send the student precode file for ACCESS and WIDA Alternate ACCESS to DRC. This file is used to load student information into WIDA AMS for ACCESS Online testing and to create student labels for all

paper test materials (Kindergarten ACCESS, WIDA Alternate ACCESS, certain accommodations, and applicable paper test materials for the Writing domain).

It is important to ensure that all English learners are accurately indicated as EL in your student enrollment (MARSS/Ed-Fi) data, as MDE uses this data to create the precode file. **Districts need to confirm that accurate enrollment information has been submitted to MDE by Dec. 12.**

Note: This date may be earlier if your district uses a student information service provider for submitting enrollment data. If this is the case, check with your provider for their timeline in order for information to be submitted to MDE by Dec. 12.

WIDA Training Courses

Each district determines their own timelines for when training must be completed in each school. While WIDA assessment training courses are available at the beginning of the school year, districts may have staff wait to complete the courses until closer to the test administration window. Detailed information regarding the required trainings for ACCESS Test Administrators is available in Chapter 7 of the [Procedures Manual](#).

Test Administrators who are giving more than one type of ACCESS test (for example, administering both the ACCESS Online and ACCESS Paper, or the ACCESS Online and Kindergarten ACCESS) are required to complete multiple WIDA assessment training courses, but they are only required to complete any MDE-required trainings in the [Learning Management System \(LMS\)](#) once each school year. Refer to Table 28 starting on page 205 of the *Procedures Manual* for training requirements for ACCESS and WIDA Alternate ACCESS.

Note: The *Online ACCESS for ELLs: Administration* and *Paper ACCESS for ELLs: Administration* courses include modules that explain tasks that are typically completed by District or School Assessment Coordinators. Only the content in Module 1: *Introduction*, all content marked with a star symbol on the *Training Tasks* page, and passing the certification quiz are required by MDE for Test Administrators.

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Learning Management System Learner Page Update

The [Learning Management System \(LMS\)](#) Learner page was recently updated to have a more modern design. This new design features enhanced color contrasting and better formatting of content to increase overall accessibility.

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Health Standards Committee Application

MDE is seeking health teachers and representatives from many groups to serve on the Health Standards Committee. The goal of the Health Standards Committee is to develop the first state level standards in health to be the foundation for health education in Minnesota. Please share this information with relevant staff members

in your district or school. Applications are now open and available on the [Health Education](#) page. Applicants must agree to the assumptions and the timeline and be available for all meetings from January through June 2025. In addition to the full group meetings, there will be many small group meetings scheduled to draft standards and benchmarks. Applications will close on Tuesday, Dec. 3.

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MDE Employment Opportunity: Physical Education Specialist

The Academic Standards, Instruction and Assessment Division is looking for an Education Consultant 3 – Physical Education Specialist to provide direction, leadership, and strengthen the capacity of school districts and 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 Physical Education Specialist will facilitate the development, implementation, and support of the statewide academic standards in Physical Education and serve as the state expert and primary resource for K–12 Physical 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 81784 and the posting is open until Dec. 4. Visit the [State of Minnesota Careers](#) website for more information and to apply. Contact mde.academic-standards@state.mn.us with any questions.

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Upcoming Opportunities

November Q&A Session (3): Pretest Editing

MDE will host a Q&A session for new and experienced DACs on Tuesday, Nov. 26. This session will be hosted on ZoomGov, and advanced registration is required (see the registration link in the table below). Details for joining will be provided once participants register. **Please note: Registration for this event will close on Monday, Nov. 25 at 2 p.m.**

MDE collects questions from DACs prior to the event to help prepare and find relevant resources to share. After reviewing the prerequisites, submit questions for the session using the link provided in the table below. Q&A sessions will not be recorded nor will CEUs be provided as they are considered additional supports rather than training events.

Q&A Session	Date/Time and Registration Link	Prerequisites and Question Submission Link
November Q&A Session (3): Pretest Editing	<p>Tuesday, Nov. 26, 2–3 p.m.</p> <p>Register for November Q&A Session (3)</p> <p>Note: Registration for this event will close on Monday, Nov. 25 at 2 p.m.</p>	<p>Prerequisites are the following:</p> <ul style="list-style-type: none"> • Chapter 4 (Universal Supports and Accommodations for Statewide Assessments) from the Procedures Manual • Recorded <i>Pretest Editing in Test WES</i> training, posted to the Learning Management System (LMS) (MDE Systems tag) <p>Submit questions for the Nov. Q&A Session (3)</p>

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Odds & Ends

MDE offices will be closed on Thursday and Friday, Nov. 28–29 in observance of the Thanksgiving holiday. Responses to emails and phone calls will be delayed to Monday, Dec. 2.

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ACADEMIC STANDARDS, INSTRUCTION AND ASSESSMENT

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.