

AN UPDATE FROM ACADEMIC STANDARDS, INSTRUCTION AND ASSESSMENT — NOV. 27, 2024

QUICK LINKS	IMPORTANT DATES
<ul style="list-style-type: none"> <li>• <a href="#">Pretest Editing in Test WES for MCA and MTAS/Alt MCA</a></li> <li>• <a href="#">DAC Test Administration Training: Registration</a></li> <li>• <a href="#">Updates to the Assessment Security Records (ASR) System</a></li> <li>• <a href="#">Upcoming Opportunities</a></li> <li>• <a href="#">Odds &amp; Ends</a></li> </ul>	<p><b>Nov. 25–Dec. 13:</b> 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)</p> <p><b>Nov. 25:</b> Pretest Editing opened in Test WES</p>

## ***Pretest Editing in Test WES for MCA and MTAS/Alt MCA***

The Pretest Editing window for MCA and MTAS/Alt MCA preparation opened 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 the appropriate 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 a recorded training is posted to [Learning Management System](#) (LMS) (MDE Systems tag). Note: MDE recommends downloading the user guide first to help you follow along while watching the training.

Within the *Pretest Editing User Guide*, search for “New for 2024–25” to find all changes for this year. Key changes for Pretest Editing include:

- This is the first year of the new Science MCA-IV and Alternate MCA aligned to the revised 2019 Minnesota Academic Standards in Science. With these new assessments, new test names appear throughout Pretest Editing within the science test group. In addition, new accommodations and

supports are available and new codes will appear. Some accommodation codes have been updated for Reading and Mathematics MCA as well. If your district collects support and accommodation codes through a specific district or school system, ensure codes are updated and reflect revised information for this year.

- Districts are not required to document for MDE which accommodations are provided on MTAS; however, the assistive technology online forms for Science Alt MCA requires codes to be indicated if students will be using one of these forms.
- A warning will now appear if a student is not being reported to MDE as having an IEP or 504 plan and is indicated for one or more accommodations. You may still save the record with the warning but verify that the student's information is updated in student enrollment data, as needed. Refer to the user guide for instances where a student requires an accommodation for an injury situation.

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## ***DAC Test Administration Training: Registration***

In December, MDE will provide the *Test Administration Training* for all District Assessment Coordinators (DACs). This training will focus on new and clarified information from the [Procedures Manual](#) for the 2024–25 school year.

MDE is offering two virtual training sessions, and DACs only need to attend one session. A pre-recorded training will be posted to the DAC Catalog of the [Learning Management System](#) (LMS) on Dec. 13 for DACs who are unable to attend either of the virtual training sessions. MDE recommends that DACs attend a virtual session, if possible, as they will include opportunities to collaborate with other DACs from across the state.

- [Register for Virtual Session 1](#): Tuesday, Dec. 10 (9 a.m.–noon)
- [Register for Virtual Session 2](#): Wednesday, Dec. 11 (1–4 p.m.)

Please note that registration must be completed 24 hours in advance of the start of each training.

The *Test Administration Training* is required for all DACs in order to prepare for spring testing; all DACs must complete this training. Participation will be automatically indicated in the LMS following the virtual training events. For those who view the recording, their participation will appear in the LMS upon completion. Please note that participants must complete 80% of the training to get credit.

Please note: MDE aims to deliver our presentations in a way that will be accessible for our participants. If you anticipate needing accommodations, contact [mde.testing@state.mn.us](mailto:mde.testing@state.mn.us). MDE requests a two-week advance notice to provide accommodations and 48-hour notice to cancel them. If the request comes within two weeks of the event, MDE will still make an effort to provide the accommodation.

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## ***Updates to the Assessment Security Records (ASR) System***

On Nov. 28, the Assessment Security Records (ASR) interface within Test WES will be updated to allow for greater search functionality by district users. District users will be able to search for assessment security records using the following fields individually or in any combination:

- Status (new, in process, waiting for DAC, waiting for MDE)
- Year (all years, 2014–15, 2015–16, etc.)
- Notification Type (District security procedure audit, monitoring visit, MTAS audit, training audit, medical excuse audit, other audit, other, TSN)

Previously, district users could only filter by year. Once the selected filter(s) are applied, selecting the “Filter” option will cause results to appear. If there are no records for the district based upon the filter(s) selected, then the results will indicate “No records found.”

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## ***Upcoming Opportunities***

### **December WIDA and DRC Webinars**

WIDA and DRC will be hosting the following webinars in December:

- *Managing ACCESS Registrations in WIDA AMS*, Dec. 3, 1–2 p.m.
- *Managing Test Materials in WIDA AMS*, Dec. 5, 1–2 p.m.
- *ACCESS Test Security and Test Monitoring*, Dec. 10, 1–2 p.m.
- *ACCESS Technology Troubleshooting*, Dec. 12, 1–2 p.m.

More information, including the webinar link, can be found in the [WIDA Secure Portal](#) on the Webinars page. The recordings for WIDA Webinars are posted on the Webinars page within a week of the presentation.

### **New DAC Pearson Basics Training (1–2 years)**

Pearson will provide a *New DAC Pearson Basics Training* for District Assessment Coordinators (DACs) with 1–2 years of experience on Thursday, Dec. 5 from 2–3:30 p.m. This virtual training will provide an overview of its systems for new DACs in their first or second year, and will focus on an overview of Pearson’s systems, including user management, reporting groups, and on-demand reporting in PearsonAccess Next. [Register for the Dec. 5 training](#). If you are unable to attend the virtual training, a recording of the training will be posted to the [Learning Management System \(LMS\)](#) on Dec. 13 (under the DAC catalog).

Note: Your registration will be manually approved by Pearson on Wednesday, Dec. 4. Once approved, you will receive an email with the meeting passcode and link to join the meeting.

To prepare for the training, participants are encouraged to review the *User Management in PearsonAccess Next* training that is posted to the Learning Management System (LMS) (under the DAC catalog).

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

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