

AN UPDATE FROM ACADEMIC STANDARDS, INSTRUCTION AND ASSESSMENT — MARCH 13, 2024

QUICK LINKS	IMPORTANT DATES
<ul style="list-style-type: none"> • Monitoring MCA Test Sessions • On-Demand Reports in PearsonAccess Next • ACCESS/WIDA Alternate ACCESS Reminders • March Q&A Session: Closing ACCESS Administration and General MCA/MTAS Test Administration • Educator and Community Review Participants Needed • LMS Outage 	<p>March 4–May 3 (May 10 Science MCA only): <i>MCA/MTAS testing window</i></p> <p>March 15: <i>Last day to order additional paper test materials in WIDA AMS for ACCESS and WIDA Alternate ACCESS</i></p> <p>March 22: <i>End of ACCESS and WIDA Alternate ACCESS testing window</i></p> <p>March 22: <i>Last day to complete administration tasks in WIDA AMS for ACCESS and WIDA Alternate ACCESS</i></p> <p>March 29: <i>Deadline to ship paper ACCESS and WIDA Alternate ACCESS test materials to DRC</i></p>

Monitoring MCA Test Sessions

District Assessment Coordinators (DACs), Assessment Administrators (AAs), and other staff who have access to PearsonAccess Next can utilize the following features within the system to monitor student test status: the Student Test Status Dashboard, Operational Reports, and Dashboards.

Student Test Status Dashboard

For the Reading, Mathematics, and Science MCAs, users can monitor test sessions using the Student Test Status Dashboard in PearsonAccess Next. In the single session view, a pop-out button will display to the right of the session name if a session has 100 students or less. Once the button is selected, the dashboard will open in a new tab within the browser. If monitoring multiple sessions, select a different session in the single session view to open the dashboard in another tab within the browser. This way, multiple sessions can be monitored by navigating between browser tabs. The dashboard will automatically refresh every 30 seconds. The dashboard displays student name and MARSS/SSID number, test status (such as, Active, Ready, Completed, Resumed, etc.), test duration, battery indicator, and test progress. Refer to the [MCA Online Testing User Guide](#) for more information on what is displayed on the student test status dashboard.

Operational Reports in PearsonAccess Next

For MCA and MTAS, operational reports are available in PearsonAccess Next to help staff monitor testing progress. Information on specific operational reports, and tips on when to use the report, can be found in the *MCA Online Testing User Guide*, *MCA Data Entry User Guide*, and *MTAS Data Entry User Guide*, posted on the [User Guides](#) page of the PearsonAccess Next website.

Dashboards in PearsonAccess Next

DAC and Assessment Administrator (AA) users have access to dashboard views in PearsonAccess Next (under Dashboard > Dashboard) to assist with verifying MCA test session and test status and MTAS test status. Refer to the View Dashboards section of the *MCA Online Testing User Guide*, *MCA Data Entry User Guide*, and *MTAS Data Entry User Guide*, which are posted on the [User Guides](#) page of the PearsonAccess Next website, for more information. Note that these dashboards are overall status reports for looking at testing status at the school and/or district level, in contrast to the Student Test Session Dashboards, which are specific to individual test sessions.

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On-Demand Reports in PearsonAccess Next

On-Demand Reports provide preliminary student scores for MCA and MTAS within 60 minutes after testing or data entry is completed. Results in On-Demand Reports can be generated as student detail reports (as PDFs) for individual students or downloaded in a list report (as a PDF or Excel spreadsheet). Refer to the [On-Demand Reports and Export User Guide](#) for more detailed information.

Note: Districts determine whether to share On-Demand Reports with teachers, students, and/or families for instructional purposes. For more information, refer to *Preliminary Student-Level Results* in Chapter 11 of the [Procedures Manual](#), beginning on page 255.

- In order for users with the Test Monitor/Data Entry or MTAS Entry user roles to access On-Demand Reports in PearsonAccess Next, reporting groups must be set up for them. There are three options for creating reporting groups—manually, importing/exporting a file, or directly from a test session. For more information, refer to the [Reporting Groups User Guide](#).
- Preliminary student assessment results should not be discussed in public forums (for example, on social media), reflected in public meeting minutes (for example, school board meetings), or shared with the general public or media until the final assessment results have been released publicly.
- An updated version of the *Statewide Assessments: Using Preliminary Results* is available on the [District Resources](#) page of the MDE website (under the Test Score Interpretation Resources expandable header).

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ACCESS/WIDA Alternate ACCESS Reminders

Indicating Test Codes for Students Who Do Not Test

For students who will not participate in one or more domains of the ACCESS or WIDA Alternate ACCESS, districts can indicate test codes (referred to as Do Not Score codes) directly in [WIDA AMS](#) during the testing window, or they can indicate the test codes in Test WES during Posttest Editing. Detailed information about indicating test/Do Not Score codes in WIDA AMS can be found in the site's Online Help for Test Management, which can be accessed by clicking the Help (?) icon while in the Test Management application.

Note: Certain test codes (such as "Not Enrolled" (NE)) can only be indicated during Posttest Editing in Test WES; for more information, refer to the Test Codes section in Chapter 9 of the [Procedures Manual](#).

Additional Orders Window for ACCESS and WIDA Alternate ACCESS

The last day districts can order additional paper test materials in WIDA AMS for ACCESS or WIDA Alternate ACCESS is this Friday, March 15. The last day of the ACCESS and WIDA Alternate ACCESS testing window is March 22. Please contact DRC at 855-787-8615 or WIDA@datarecognitioncorp.com with any questions about ordering additional materials. As a reminder, districts should use the following guidelines regarding additional orders:

- Use both the district overage and school overage before requesting additional orders.
- Orders should be completed at the district level and not for individual school sites.
- Districts should combine all additional material needs from individual buildings as one district order, if possible.

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March Q&A Session: Closing ACCESS Administration and General MCA/MTAS Test Administration

MDE will host a virtual Q&A session for DACs on March 26, from 2–3 p.m. and will focus on the ACCESS window closure and general MCA/MTAS administration. New and experienced DACs are welcome to attend. [Register for the March Q&A Session](#). Details for joining are provided once participants register.

Chapter 10 (After Test Administration) of the [Procedures Manual](#), focusing on ACCESS, is the prerequisite for the March Q&A session.

MDE collects questions from DACs prior to the event to help prepare and find relevant resources to share. After completing the prerequisites, please [submit questions for the March Q&A Session](#). Q&A Sessions will not be recorded nor will CEUs be provided as these sessions are an additional support rather than a training event.

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Educator and Community Review Participants Needed

The MCA and MTAS/Alt MCA Test Development team is working on efforts to increase participation in this summer's Educator and Community Review Committees. These committees review test content to ensure the assessments are aligned to the academic standards, are grade-level appropriate, and reflect the rich diversity and experiences of Minnesota students. Even with the database of participants we have, sometimes we have difficulty finding enough committee members for this important work. Please share this invitation with your math, reading, science, special education and English learner educators as well as community members that your district has connections with.

These committees typically meet during the summer months. They are virtual meetings with meeting hours that are usually 8:30 a.m.–4 p.m. Participants are paid an honorarium for their participation.

Additional details, including informational flyers to share with educators and the community and how to register for these opportunities, are included on [MDE's website](#). Please share with your educators and community connections.

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LMS Outage

The [Learning Management System \(LMS\)](#) will be unavailable, due to scheduled maintenance, from 9 p.m. on March 15 to 9 a.m. on March 16.

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Minnesota Department of Education

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

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