

AN UPDATE FROM ACADEMIC STANDARDS, INSTRUCTION AND ASSESSMENT — APRIL 2, 2025

QUICK LINKS	IMPORTANT DATES
<ul style="list-style-type: none"> <li>• <a href="#">MCA/MTAS/Alt MCA Reminders</a></li> <li>• <a href="#">Training Requirements</a></li> <li>• <a href="#">Upcoming Opportunities</a></li> <li>• <a href="#">Tech Update</a></li> </ul>	<p><b>March 3–May 2 (May 9 Science MCA only):</b> <i>MCA/MTAS/Alt MCA testing window</i></p> <p><b>April 29 (noon):</b> <i>Deadline to order additional MTAS/Alt MCA (all subjects), and Mathematics and Reading MCA paper test materials in PearsonAccess Next</i></p> <p><b>May 6 (noon):</b> <i>Deadline to order additional Science MCA paper test materials in PearsonAccess Next</i></p>

## MCA/MTAS/Alt MCA Reminders

### Data Entry for MCA and MTAS/Alt MCA

Data entry is the process used by district staff to enter student responses for scoring:

- For MCA and Science Alt MCA, responses from paper test books (MCA) and the Data Collection Forms (Alt MCA) are entered into TestNav.
- For Reading/Mathematics MTAS, responses from the Data Collection Form are entered into PearsonAccess Next.

Pearson does not score paper test materials for MCA and MTAS/Alt MCA. Therefore, in order for those tests to be scored, it is the district’s responsibility to enter this data online for scoring. MDE recommends completing data entry as early in the testing windows as possible once testing is complete.

MCA and Alt MCA data entry is done in TestNav during the testing window. For test security purposes, TestNav can only be accessed for entry of student responses during the hours of 6 a.m.–7 p.m. on weekdays throughout the testing window. MTAS data entry is done in PearsonAccess Next during the testing window. MTAS data entry is not restricted to the TestNav availability referenced above. Refer to the *MCA Data Entry User Guide* and *MTAS and Alt MCA Data Entry and Online Testing User Guide* available on the [User Guides](#) page of the PearsonAccess Next website for more information.

In order for students to be loaded correctly for data entry, allow enough time for any updates to be made and reflected in PearsonAccess Next.

Any enrollment data updates must be submitted to MDE at least two business days in advance. Once submitted, this data is available the next business day in Test WES for districts to edit (for example, updating test assignments to indicate MTAS/Alt MCA or indicating accommodation codes that require data entry) before it is sent to Pearson. The updated student record will appear the following business day in PearsonAccess Next.

Note: Accommodations with paper test materials must be ordered in PearsonAccess Next as an additional order; indicating the code in Test WES does not automatically order those test materials.

If enrollment updates are not required, but other updates are needed (for example, updating test assignments to indicate MTAS/Alt MCA or indicating accommodation codes that require data entry), allow one business day after indication for the updated student record to appear in PearsonAccess Next.

Note: A common irregularity is accommodation codes requiring data entry for MCA not being indicated ahead of time and staff attempting to enter student responses in the incorrect form that do not match the test materials. This requires the DAC to contact Pearson to reset the student's test.

## Students Moving Into or Out of the District during Testing

Districts should attempt to test all students enrolled during the testing window. If a student moves during the testing window and has not tested in their former district, the new district should test the student.

If a student moves to a new district and has not started the MCA or MTAS/Alt MCA, the student's test eligibility will automatically move to the new district when updated enrollment data is submitted to MDE and sent to Pearson through the precode files. No additional action is needed. However, if a student moves to a new district and the test has already been started or completed, the student's test will not automatically move. Districts can use the Student Test Not Associated with the Student Organization operational report in PearsonAccess Next to display student tests that have been started or completed at a different district or school, and to verify if DACs need to contact Pearson to move a started test. Completed tests stay at the district where the student originally tested; results do not move with the student to the new district.

Refer to the *MCA Online Testing User Guide*, available on the [User Guides](#) page of the PearsonAccess Next website, for detailed instructions on accessing this operational report. Additional information about students moving during the testing window is found on pages 250–251 of the [Procedures Manual](#).

[Back to Top](#)

## Training Requirements

Prior to any involvement in test administration, staff must complete all applicable training. This includes training on locally created District Policies and Procedures for Statewide Assessments, completing the *Test Security Training*, and additional training specific to your role. Further information on training specific to each role for

MCA, MTAS, and Alt MCA can be found starting on page 206 of the [Procedures Manual](#). Requirements for documenting training completions can be found starting on page 200.

[Back to Top](#)

## ***Upcoming Opportunities***

### **Alternate Assessment April Chat and Connect**

The Academic Standards, Instruction, and Assessment Division will host a series of virtual Chat and Connect sessions for MTAS/Alt MCA Test Administrators and special education staff. This will be an informal time for you to ask any questions around alternate assessment, share your feedback, and connect with other special education staff from across the state.

Join us via Zoom for the April Chat and Connect on April 15, from 4–5 p.m. Please [register for the Alt Assessment Chat and Connect](#). This month we will be accepting feedback on the 2025 MTAS/Alt MCA administration, learning about Spring 2025 MTAS/Alt MCA changes, and taking any additional questions.

We will be meeting the third Tuesday of each month during the school year. You only need to register once to join any of the monthly Chat and Connects that work for you. The final Alternate Assessment Chat and Connect date for this year is May 20 at 4 p.m. For more information, contact [Alt.Assessment.MDE@state.mn.us](mailto:Alt.Assessment.MDE@state.mn.us).

[Back to Top](#)

## ***Tech Update***

### **Updated TestNav App for Chrome OS (June 2025)**

Google is discontinuing support for native, legacy Chrome Apps. Therefore, Pearson is releasing a new TestNav app for ChromeOS in June 2025. The existing legacy TestNav Chrome app will retire in July 2025. Prior to Spring 2026 testing, districts will need to uninstall the legacy TestNav Chrome app from testing devices and install the new TestNav web app for ChromeOS. Additional guidelines and instructions will be available to districts later this spring.

[Back to Top](#)

---

**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

If you have any questions or want to unsubscribe, please send an email to [mde.testing@state.mn.us](mailto:mde.testing@state.mn.us).