

AN UPDATE FROM ACADEMIC STANDARDS, INSTRUCTION AND ASSESSMENT — APRIL 30, 2025

QUICK LINKS	IMPORTANT DATES
<ul style="list-style-type: none"> • Testing Windows Closing • Important Dates for Results Release • Returning Secure Test Materials • District Confirmations and Options in Test WES • Register for DAC Information Sessions in May • MDE Collecting Feedback on Newsletter Communications • Test Security Tip Line versus Assessment Security Record Submissions • Posttest Editing Resources • READ Act Local Literacy Plan Student Data Submission Requirements • Minnesota Report Card Downtime • Learning Management System (LMS) Learner Page Update • Upcoming Opportunities 	<p>May 2: End of the MTAS/Alt MCA (all subjects) and Mathematics and Reading MCA testing window</p> <p>May 6 (noon): Deadline to order additional Science MCA paper test materials in PearsonAccess Next</p> <p>May 8: Deadline to indicate District Confirmations and District Options in Test WES</p> <p>May 9: End of the Science MCA testing window</p> <p>May 12: Deadline to return secure test materials to Pearson</p>

Testing Windows Closing

Reading and Mathematics MCA and All MTAS/Alt MCA Subjects

Online Testing and Data Entry Deadlines

Friday, May 2 is the last day of the testing window for Reading and Mathematics MCA and all MTAS/Alt MCA subjects, including Science Alt MCA. Pearson does not score any paper test materials, so districts must ensure that all student responses or MTAS data are entered online in order to be scored.

Districts must enter universal support and accommodation codes or change test assignments from MCA to MTAS or Alt MCA in Test WES by Thursday, May 1, in order for the updates to appear in PearsonAccess Next by the last day of the testing window.

Reading and Mathematics MCA

- All Reading and Mathematics MCA online testing must be completed by 5 p.m. on May 2.
- All student responses from Reading and Mathematics MCA paper test books must be entered in TestNav by 7 p.m. on May 2.
- Test codes (such as student or parent/guardian refusals) for all MCA subjects can be indicated in PearsonAccess Next until 7 p.m. on May 9.

Reading and Mathematics MTAS and Science Alt MCA

- Data for Reading and Mathematics MTAS must be entered in PearsonAccess Next by 7 p.m. on May 2.
- Student responses for Science Alt MCA must be entered in TestNav by 7 p.m. on May 2.
- Test codes (such as student or parent/guardian refusals) for MTAS/Alt MCA must be indicated in PearsonAccess Next by 7 p.m. on May 2.

MTAS Data Entry Reminders

If a student's Reading/Mathematics MTAS scores have been entered into PearsonAccess Next, but the student does not have an On-Demand Report, confirm the test has been submitted. Run an MTAS Data Entry Report in PearsonAccess Next to find tests not submitted. The District Status Report displays the data entry status of each student's MTAS assignment. Tests in "In Progress" status have one or more responses saved but not submitted, while tests in "Completed" status have all responses entered but not submitted. For more information on running an MTAS Data Entry Report in PearsonAccess Next, refer to the *MTAS/Alt MCA Data Entry and Online Testing User Guide* on the [User Guides](#) page of Pearson's website.

If a student's MTAS On-Demand Report has an NC (Not Complete) code, not all data was entered for that student's test. If the data was entered incorrectly, contact the Pearson help desk at 888-817-8659 to reset the test. Refer to the *MCA and MTAS/Alt MCA Irregularities* document on the [Policies and Procedures](#) page of Pearson's website for more details.

For Science Alt MCA, as well as Reading and Mathematics MTAS, the "Students with Test Assignments but have not Completed" operational report in PearsonAccess Next (Reports > Operational Reports > Students & Registrations) lists all students that have a test assigned to them, but the test has not yet been completed. Consider downloading this report prior to the end of testing to confirm any student that has completed testing is not on this list.

Science MCA Online Testing and Data Entry Deadlines

- The Science MCA testing window will close on May 9. All online testing for Science MCA must be completed by 5 p.m.
- All student responses from Science MCA paper test books must be entered in TestNav by 7 p.m. on May 9.
- Test codes (such as student or parent/guardian refusals) for all MCA subjects can be indicated in PearsonAccess Next until 7 p.m. on May 9.
- As indicated above, May 2 is the last day to enter Science Alt MCA responses in TestNav.

Manually Adding Students and Updating Information in Test WES for the Science MCA

Thursday, May 8 is the last day to manually add students in Test WES. It is also the final day to change the send indicator for high school Science MCA and to indicate universal support and accommodation codes for the Science MCA in Test WES.

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Important Dates for Results Release

The *2024–25 Important Dates for Results Release* have been finalized and posted to the [Policies and Procedures](#) page of PearsonAccess Next. This document contains all final assessment and accountability reporting tasks and dates for the ACCESS, Alternate ACCESS, MCA, and MTAS/Alt MCA. If you cannot see the updated document, please refresh the page and/or clear your cache.

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Returning Secure Test Materials

Secure test materials must be returned to Pearson via UPS after the tests are administered and student responses and MTAS/Alt MCA data are entered online. These secure test materials do not need to be held until the end of the testing window if testing is complete. Note that MTAS/Alt MCA Learner Characteristics Inventory (LCI) and Data Collection Forms must stay on file at the district for one year.

To ensure materials are received by the deadline, work with your schools to confirm that all materials are returned in a timely manner. Depending on your process, materials at schools may be sent to the district for return or directly to Pearson. All materials must be shipped no later than May 12.

For more information, access the *Returning Secure Test Materials* document on the [User Guides](#) page of Pearson's website. For questions, contact the Pearson help desk at 888-817-8659 or [submit a Pearson help desk request online](#).

Note: Pearson does not score any paper test materials. Ensure all MTAS/Alt MCA data and student responses from paper MCA test books have been entered in TestNav or PearsonAccess Next before shipping back the materials.

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District Confirmations and Options in Test WES

The deadline for indicating district confirmations on the District Confirmations page in Test WES is May 8. Use the District Confirmations page in Test WES to confirm the following statements:

- All staff involved with statewide testing have completed required trainings prior to test administration, including the District Assessment Coordinator (DAC).
- All students in the district being administered the MTAS/Alt MCA and/or WIDA Alternate ACCESS meet all eligibility requirements at the time of testing.
- All policies and procedures were followed to ensure that students receive the supports and/or accommodations they require.

Also, by May 8, use the District Options page in Test WES to indicate the following options for the final reports shipment for MCA and MTAS/Alt MCA:

- Whether your district wants to receive student results labels with the final Individual Student Reports (ISR) shipment. If selected, student results labels for every student tested are shipped to the district with final reports. These labels can be used on student permanent hard-copy files. The default option is set to not send results labels; districts must change the selection to receive the labels.
- Districts must also indicate whether they would like to receive paper copies of ISRs to distribute to families in the fall or if districts will provide families with electronic copies of ISRs from PearsonAccess Next. The default option is set to requesting paper copies of ISRs.

Note: It is not possible to order MCA/MTAS/Alt MCA adhesive student results labels or paper copies of ISRs after May 8; however, they will be available for districts to print in Published Reports in PearsonAccess Next.

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Register for DAC Information Sessions in May

MDE will host two optional virtual sessions in May to share relevant information with District Assessment Coordinators (DACs). In these sessions, MDE will share the vision for statewide assessments, discuss reporting changes, and forecast changes for our program, including the new Reading MCA-IV, Reading Alternate MCA, and WIDA ACCESS for 2025–26. There will also be opportunities to ask questions.

All DACs are welcome to join these sessions. Information sessions will not be recorded nor will CEUs be provided as these are considered additional supports rather than training events. Select the link below to register for a DAC Information Session:

- [Monday, May 12, 1–3 p.m.](#)
- [Wednesday, May 14, 9–11 a.m.](#)

All participants must register for the event using their school, district, or educational agency email addresses. MDE will manually approve all registrations one business day prior to the event. Once registrations are approved, participants will receive a confirmation email with the link to the event.

Note: Registrations with non-work emails (for example, a Gmail or Yahoo account) will not be approved.

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MDE Collecting Feedback on Newsletter Communications

The Division of Academic Standards, Instruction and Assessment aims to provide schools and districts with relevant and timely information. To do this, we send out three newsletters: the [Academic Standards, Instruction and Assessment Newsletter](#), the [Educator Edition](#), and the [Assessment Update](#).

MDE is collecting feedback on the communications you receive in these newsletters so we can ensure future information is clear, timely, and relevant to your role. Please set aside 5–10 minutes to provide your feedback on the [Academic Standards, Instruction and Assessment Newsletter Survey](#). This survey was shared in the April edition of the *Academic Standards, Instruction and Assessment Newsletter*, and will be shared in the May *Educator Edition*. Recipients only need to submit one response. The survey will be open until May 30.

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Test Security Tip Line versus Assessment Security Record Submissions

The Test Security and Data Integrity (TSDI) program provides two different forms for submitting information. The primary form that a DAC should use to report a test security violation is the Assessment Security Record (ASR) form in Test WES. Refer to the *Assessment Security Records in Test WES User Guide* on the [Test WES main page](#) for more information about the ASR system.

The Test Security Tip Line submission form on the [MDE website](#) (expand the “Reporting Testing Administration Concerns” header) is available for anyone to anonymously submit a test security concern. However, it is not designed to be the primary method for a DAC to report a violation unless there is a specific need for anonymity.

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Posttest Editing Resources

Posttest Editing in Test WES will be available May 19–June 6. Posttest Editing is an important window that gives districts the opportunity to update assessment records, correct demographic errors (wrong MARSS/SSID number or birth date, for example), and enter test codes as needed, with help from the MARSS Coordinator or other staff familiar with the students.

There are a few updates in Posttest Editing this year, including the updated test names for the Science test group and the new early stopping rule valid score (VS-ES) for Alt MCA. For more information, refer to the *Test WES Posttest Editing User Guide*, which is posted on the [Test WES](#) page of the MDE website, and the Posttest Editing Training, which will be posted in the DAC catalog in the [Learning Management System \(LMS\)](#) on May 2. To search for all updates when viewing the user guide electronically, do a search using the term, “New for 2024–25.”

Note: DACs who do not have the “District-User Read-Write” user role for Test WES must reach out to their EDIAM Identified Official with Authority (IOWA) to update their user role. Contact information for the IOWA in each district or charter is available on the [Minnesota Department of Education-Organization Reference Glossary \(MDE-ORG\)](#).

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READ Act Local Literacy Plan Student Data Submission Requirements

On May 1, the READ Act Local Literacy Plan Reporting System will open for submissions. New for this year is the requirement that districts submit student data to MDE using measures of foundational literacy skills and mastery identified by the Department of Education, [Minnesota Statutes 2024, section 120B.12, subdivision 4a](#). This requirement went into effect in the 2024–25 school year for students in grades K–3. The requirement for grades 4–12 will go into effect in the 2025–26 school year.

To reduce the burden of this mandate on districts and charter schools, MDE is working with each screening vendor to have the vendors provide individual student-level data directly to MDE. However, districts and charter schools must ensure that the vendor data from their district include all of the following:

1. Full district name and district number (in the following format XXXX-XX)
2. School name and 3-digit school number
3. State Student ID (SSID) or MARSS number for each student screened

Districts using FastBridge will get a notice from the testing vendor detailing this requirement. Districts using DIBELS will receive an email requesting that a data-sharing agreement be signed to allow Amplify to share student data with MDE.

A district or charter school may choose to opt out of having the vendor share the required data directly with MDE. This can be done by FastBridge users through an opt out in the Local Literacy Plan Reporting System.

DIBELS users can decline to sign the data sharing agreement provided by Amplify. However, choosing to opt out of having the vendor directly share required READ Act screener data with MDE **does not** opt a district or charter school out of the requirement to report. Instead, it places the responsibility of sharing all required student READ Act screening data on the district or charter school.

For questions, email Local.Literacy.Plan.MDE@state.mn.us.

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Minnesota Report Card Downtime

MNIT will be updating the Minnesota Report Card May 5–7 starting at 8 a.m. to deploy several updated reports. During this time, users will not be able to access the Report Card. The Minnesota Report Card will be back and fully operational by May 7 at 8 a.m.

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Learning Management System (LMS) Learner Page Update

The Learning Management System (LMS) will be unavailable between 8:30 p.m. on May 9 and 7:30 p.m. on May 10 for site updates. An overview of LMS updates will be communicated in a future *Assessment Update*.

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Upcoming Opportunities

May WIDA Assessment Webinar

WIDA and DRC will be hosting the WIDA AMS and DRC Technical Enhancements webinar on May 19, 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 Assessment Webinars are posted on the Webinars page within a week of the presentation.

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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

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