

AN UPDATE FROM ACADEMIC STANDARDS, INSTRUCTION AND ASSESSMENT — MAY 7, 2025

QUICK LINKS	IMPORTANT DATES
<ul style="list-style-type: none"> • Science MCA Online Testing and Data Entry Deadlines • Late Student Response Entries for MCA and MTAS/Alt MCA • Returning Secure Test Materials • District Confirmations and Options in Test WES (repeat) • MDE Collecting Feedback on Newsletter Communications (repeat) • Learning Management System (LMS) Learner Page Update (repeat) • May Q&A Session: Posttest Editing • Correction — READ Act Contact Information • Upcoming Opportunities 	<p>May 8: <i>Deadline to indicate District Confirmations and District Options in Test WES</i></p> <p>May 9: <i>End of the Science MCA testing window</i></p> <p>May 12: <i>Deadline to return secure test materials to Pearson</i></p> <p>May 19–June 6: <i>Posttest Editing in Test WES</i></p> <p>May 21 (noon): <i>Deadline for Late Student Response Entry Requests</i></p>

Science MCA Online Testing and Data Entry Deadlines

The Science MCA testing window closes this Friday, May 9. All online testing for Science MCA must be completed by 5 p.m. on May 9. All student responses in Science MCA paper or braille test books must be entered in TestNav by 7 p.m. on May 9.

Note: 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.

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

Complete the following changes in Test WES by Thursday, May 8:

- Add students manually to precode file
- Change the send indicator for high school Science MCA
- Indicate universal supports and accommodations

Note: Students who participated in the Science MCA using a paper test book with a script accommodation must have the HR code **and** the paper test book code (12, 18, BC, or BU) entered in Test WES in order to add the student to a Data Entry test session. When students only have HR indicated in Test WES, they are expected to participate in the online Science MCA with a script.

No Preliminary Results for Science MCA-IV and Science Alt MCA

Preliminary On-Demand Reports are not available for the Science MCA-IV and Science Alt MCA this year. This is due to 2024–25 being the first operational administration of the new science assessments. These assessments must go through the standard setting process before student results are scored and prepared for release.

Embargoed District and School Student Results (DSR/SSR) files will be available with Science MCA/Alt MCA results on Sept. 12, and the public release of these results will be Oct. 1. Refer to the *Important Dates for Results Release* document on the [Policies and Procedures](#) page of the PearsonAccess Next website to review all reporting dates.

[Back to Top](#)

Late Student Response Entries for MCA and MTAS/Alt MCA

If student responses in MCA paper test books or MTAS/Alt MCA score data were not entered during the testing window, districts can contact Pearson to arrange for a late student response entry. There is a \$200 fee for late student response entry for up to 10 students after the close of the testing windows. Refer to *Late Student Response Entry* on page 268 of the [Procedures Manual](#) for instructions on returning late score entry materials. The *Request for Late Student Response Entry Form* can be found on page 313 of the *Procedures Manual*.

To ensure late student response entry can be completed, Pearson must receive all *Request for Late Student Response Entry Forms* and related testing materials (such as MTAS/Alt MCA Data Collection Forms, paper test books with student responses) no later than **noon on Wednesday, May 21**.

Requests for a late score entry made after May 21 will not be entered in time for districts to verify the records during Posttest Editing and be included in accountability calculations, and there will be no Individual Student Reports (ISRs) produced for these students. Pearson will continue to accept and enter late student response entry requests until this fall.

[Back to Top](#)

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 and data entry 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 Monday, May 12. Be sure to ship materials to the correct vendor (Pearson).

For more information, refer to the *Returning Secure Test Materials* document posted on the [User Guides](#) page of the PearsonAccess Next 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 online before shipping back the materials. If MCA or MTAS/Alt MCA data were not entered by the end of the testing windows, refer to the [Late Student Response Entries for MCA and MTAS/Alt MCA](#) article above for more information.

[Back to Top](#)

District Confirmations and Options in Test WES (repeat)

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 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.

[Back to Top](#)

MDE Collecting Feedback on Newsletter Communications (repeat)

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 in the *May Educator Edition*. Recipients only need to submit one response. The survey will be open until May 30.

[Back to Top](#)

Learning Management System (LMS) Learner Page Update (repeat)

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*.

[Back to Top](#)

May Q&A Session: Posttest Editing

MDE will host a virtual Q&A session for DACs on May 20, from 2–3 p.m. that will focus on Posttest Editing in Test WES. New and experienced DACs are welcome to attend. [Pre-register for the May Q&A Session](#). Details for joining will be provided once registration is approved.

The prerequisite for the May Q&A session is to review Chapter 10 in the [Procedures Manual](#) (“After Test Administration”), focusing on MCA and MTAS/Alt MCA, and to watch the Posttest Editing Training in the [Learning Management System \(LMS\)](#).

MDE collects questions from DACs prior to the event to help find and prepare relevant resources to share. After completing the prerequisites, [submit questions for the May Q&A Session](#). Note: Q&A Sessions are considered additional supports rather than training events, and CEUs are not provided. MDE does not record Q&A sessions or distribute presentation materials.

All participants must register for the event using their email addresses associated with their school, district, or educational agency. 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.

[Back to Top](#)

Correction — READ Act Contact Information

Last week's *Assessment Update* provided the incorrect contact email address for questions about the READ Act Local Literacy Plan Reporting System. The correct email address to contact with questions is Local.Literacy.Plan.MDE@state.mn.us.

[Back to Top](#)

Upcoming Opportunities

Register for DAC Information Sessions in May (repeat)

MDE will host two optional virtual sessions 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.

Alternate Assessment May 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 final Chat and Connect of the school year on May 20, from 4–5 p.m. Please [register for the Alt Assessment Chat and Connect](#). This month we will learn about WIDA Alternate ACCESS Exit Criteria from Dean Reasoner, MDE EL Assessment Specialist, give feedback on the 2025 MTAS/Alt MCA administration, see an example of the new Science Alt MCA Individual Student Reports, and take any additional questions.

The series will begin again on Oct. 21 at 4 p.m. and continue monthly, meeting the third Tuesday of each month during the school year. Look for the registration link for the 2025–26 Alt Chat & Connect Series in the August *Educator Edition* and *Assessment Update*. You only need to register once to join any of the monthly Chat and Connects that work for you. For more information, contact Alt.Assessment.MDE@state.mn.us.

[Back to Top](#)

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Minnesota Department of Education

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

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