

AN UPDATE FROM ACADEMIC STANDARDS, INSTRUCTION AND ASSESSMENT — MAY 8, 2024

QUICK LINKS	IMPORTANT DATES
<ul style="list-style-type: none"> • Science MCA Online Testing and Data Entry Deadlines • Late Score Entries for MCA and MTAS • Returning Secure Test Materials • District Confirmations and Options in Test WES (repeat) • May Q&A Session: Posttest Editing • DAC Feedback Sessions: Registration (repeat) • Opportunities for MTAS Test Administrators and Special Education Staff 	<p>May 9: <i>Deadline to indicate District Confirmations and District Options in Test WES</i></p> <p>May 10: <i>End of the Science MCA testing window</i></p> <p>May 13: <i>Deadline to ship secure MCA paper and MTAS test materials to Pearson</i></p> <p>May 20–June 7: <i>Posttest Editing in Test WES</i></p>

Science MCA Online Testing and Data Entry Deadlines

The Science MCA testing window closes this Friday, May 10. All online testing for Science MCA must be completed by 5 p.m. on May 10. All student responses in Science MCA paper or braille test books must be entered in TestNav by 7 p.m. on May 10.

Also, 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 10.

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

Complete the following changes in Test WES by Thursday, May 9:

- 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 MS code AND the test book code (12, 18, or 24) entered in Test WES in order to add the student to a Data Entry test session. When students only have MS indicated in Test WES, they are expected to participate in the online Science MCA with a script.

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Late Score Entries for MCA and MTAS

If student responses in MCA paper test books or score data for MTAS were not entered during the testing window, districts can contact Pearson to arrange for a late score entry. There is a \$200 fee for late score entry for up to 10 students after the close of the applicable test windows. Refer to the *Late Score Entry of MCA Student Responses or MTAS Data* information on page 248 of the [Procedures Manual](#) for instructions regarding the return of late score entry materials. The *Late Score Entry Form* can be found on page 288 of the *Procedures Manual*.

Pearson must receive all *Request for Late Score Entry Forms* and related testing materials (for example MTAS Data Collection Forms, paper test books with student responses) no later than noon on May 22, to ensure the late score entry can be completed.

Requests for a late score entry made after May 22 will not be entered in time for districts to verify the records during Posttest Editing, be included in accountability calculations, and there will be no Individual Student Report (ISR) produced for these students. Pearson will continue to accept and enter late score requests until this fall.

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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 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 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 13. Be sure to ship materials to the correct vendor (Pearson).

For more information, access the [Returning Secure Test Materials](#) document. 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 data and student responses from paper MCA test books have been entered in PearsonAccess Next before shipping back the materials. If MCA or MTAS

data were not entered by the end of the testing windows, refer to the *Late Score Entries for MCA and MTAS* article above for more information.

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District Confirmations and Options in Test WES (repeat)

The deadline for indicating district confirmations on the District Confirmations page in Test WES is Thursday, May 9. 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 DAC.
- All students in the district being administered the MTAS 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 9, use the District Options page in Test WES to indicate the following options for the final reports shipment for MCA and MTAS:

- 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 Individual Student Reports (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 adhesive student results labels or paper copies of ISRs after May 9 but they will be available for districts to print in Published Reports in PearsonAccess Next.

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May Q&A Session: Posttest Editing

MDE will host a virtual Q&A session for DACs on May 21 from 2–3 p.m. that will focus on Posttest Editing and other after testing tasks. New and experienced DACs are welcome to attend. [Register for May Q&A Session](#). Details for joining are provided once participants register.

The prerequisite for the May Q&A session is the following:

- Chapter 10 (After Test Administration) of the [Procedures Manual](#), focusing on MCA and MTAS

- Posttest Editing Training, which is posted in the DAC catalog in the [Learning Management System \(LMS\)](#)

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 May 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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DAC Feedback Sessions: Registration (repeat)

MDE and Pearson are hosting optional in-person feedback sessions to gather information from District Assessment Coordinators (DACs). In these sessions, DACs will be able to provide feedback on the Learning Management System (LMS), and engage in conversations about the transition to MCA-IV and future improvements of MDE systems.

These feedback sessions are all optional, and all DACs are welcome to join. Details about each session are listed in the table below. If attending, only plan to attend one session. [Register for an in-person session](#). If you are unable to attend an in-person session but would like to know what information was discussed, a shortened virtual session will be offered on May 17 from 1–3 p.m. [Register for the shortened virtual session](#).

Session	Date and Time	Location
In-Person Session 1: Mankato	Tuesday, May 14 9 a.m.–3 p.m.	Courtyard by Marriott Mankato 901 Raintree Rd. Mankato, MN 56001
In-Person Session 2: St. Cloud	Wednesday, May 15 9 a.m.–3 p.m.	Courtyard by Marriott St. Cloud 404 W St. Germain Street St. Cloud, MN 56301
In-Person Session 3: NE Minneapolis	Thursday, May 16 9 a.m.–3 p.m.	Delta Hotels by Marriott Minneapolis Northeast 1330 Industrial Boulevard Northeast Minneapolis, MN 55413
Virtual Session	Friday, May 17 1–3 p.m.	Zoom

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Opportunities for MTAS Test Administrators and Special Education Staff

Please share the following opportunity with MTAS Test Administrators and Special Education staff in your district.

Final Alternate Assessment Coffee Break of This Series

The Academic Standards, Instruction, and Assessment Division will host the final virtual coffee break session for this school year for MTAS test administrators and special education staff to ask any questions around alternate assessment, share your feedback, and connect with other special education staff from across the state. Bring your questions and any feedback you have to share at this informal time focused around alternate assessment.

Join us via Zoom for the last coffee break of the school year on May 14 from 4–5 p.m. Please [register for the coffee break](#). This month we will be discussing MTAS Individual Student Reports and learn about big changes to alternate assessments coming in Spring 2025. For more information, contact alt.assessment.mde@state.mn.us.

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Minnesota Department of Education

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

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