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Posttest Editing User Guide

Test WES (Web Edit System) is a secure Minnesota Department of Education (MDE) website where authorized staff complete a variety of activities related to assessment, including verifying student eligibility for testing, entering students for testing who are not enrolled, performing pretest edits, entering Test Security Notifications, and completing posttest edits on test-related information. This user guide provides detailed information on Posttest Editing.

Accessing Test WES

The process for gaining access to MDE secure systems is available on the Data Submissions page (MDE website > Districts, Schools and Educators > Business and Finance > Data Submissions). Additional information for District Assessment Coordinators (DACs) is also available in the New District Assessment Coordinators: Getting Access document (MDE website > Districts, Schools and Educators > Teaching and Learning > Statewide Testing > District Resources). Each district's Identified Official with Authority (IOwA) manages user access to MDE secure systems. Use the MDE Organization Reference Glossary (MDE-ORG) to look up the IOwA for a specific district.

Go to the Test WES page and select Enter Test WES (MDE website > Districts, Schools and Educators > Business and Finance > Data Submissions). Note: Test WES is unavailable from 10 p.m. until 5 a.m. for nightly system maintenance.
Introduction

The ultimate goal of Posttest Editing is to have each student’s Minnesota Automated Reporting Student System (MARSS) enrollment record accurately linked to the assessment records for the test(s) the student took. In order to link these records, it is important that the student’s enrollment record is accurate in MARSS.

Posttest Editing is available for:

- Standards-based accountability assessments: Reading, Mathematics, and Science Minnesota Comprehensive Assessment (MCA) and Minnesota Test of Academic Skills (MTAS)
- English language proficiency accountability assessments: ACCESS and Alternate ACCESS for ELLs.

It is important to verify or correct student information during Posttest Editing to ensure that final data, including Individual Student Reports sent to families, are based on accurate and complete information.

Test WES generates reports that identify discrepancies with both assessment records and MARSS enrollment data. It also has tools that make it possible for someone who is knowledgeable about the students to correct many of these discrepancies. The people in the best position to use the posttest editing features of Test WES to fix these discrepancies are the District Assessment Coordinator (DAC) and the MARSS Coordinator. The DAC is most familiar about the testing that occurred and the MARSS Coordinator is familiar with the student enrollment information. School-level users, like School Assessment Coordinators, can also complete Posttest Editing for the schools they are authorized to access.
Due to COVID-19, there are a number of changes to how a district will complete Posttest Editing this year. These changes are summarized here and called out in applicable sections throughout this user guide. (To search for these changes when viewing the user guide online, do a search on Note for 2019–20.)

- Resolving discrepancies for the ACCESS and Alternate ACCESS should be prioritized as the majority of assessments were administered and there will be more discrepancies to resolve.

- New test codes are available to document students who were unable to test due to COVID-19: Extenuating Circumstances – Not Attempted (EXC-N) and Extenuating Circumstances – Attempted (EXC-A).
  
  - For ACCESS and Alternate ACCESS, EXC-N is available to add to any students who did not complete a domain(s) due to COVID-19; it was not automatically applied by MDE. Since a domain must be completed within a sitting, the code EXC-A is not applicable.
  
  - For MCA and MTAS, before Posttest Editing opened, EXC-N was automatically applied to any assessment record for students who had a MARSS enrollment but no assessment during the accountability window; EXC-A was automatically applied for any students who started a subject but did not finish it.
  
  - As districts submit updated MARSS data for students who were enrolled during the accountability window, MDE will automatically create assessment records with the EXC-N code three times during Posttest Editing for MCA and MTAS: May 26, June 1, and June 5. If districts wish to resolve the discrepancy before those dates, they can create blank assessments and indicate the EXC-N code.

- For High School Science MCA and MTAS, before Posttest Editing opened, assessment records were created with the EXC-N code for students who would have tested. These records were created based on actions taken in PearsonAccess Next during testing (e.g., adding students to test sessions) or by the district providing a file to MDE before Posttest Editing opened.
  
  - If an additional students need to be added for High School Science MCA, files can be uploaded through File Exchange through June 4; refer to Creating Blank Assessments to Indicate Test Codes section for more information.
  
  - For these students, when loaded, MDE will continue to create EXC-N records automatically.
## Important Dates for Posttest Editing 2020

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>May 18</strong></td>
<td>Posttest Editing opens in Test WES.</td>
</tr>
<tr>
<td><strong>May 26</strong></td>
<td>Data loaded into Posttest Editing for:</td>
</tr>
<tr>
<td></td>
<td>• Late score entry requests for Reading and Mathematics MCA (requested May 4–13) and Science MCA (requested May 11–13)</td>
</tr>
<tr>
<td></td>
<td>• Late score entry requests for Reading, Mathematics, and Science MTAS (requested May 4–13)</td>
</tr>
<tr>
<td></td>
<td>• <strong>Note for 2019–20</strong>: High school science records provided to MDE (uploaded by May 22)</td>
</tr>
<tr>
<td></td>
<td>• <strong>Note for 2019–20</strong>: Additional MCA and MTAS assessment records with EXC-N test codes for students with updated enrollments in MARSS</td>
</tr>
<tr>
<td></td>
<td>There are no additional data loads in Posttest Editing for ACCESS and Alternate ACCESS.</td>
</tr>
<tr>
<td><strong>June 1</strong></td>
<td>Data loaded into Posttest Editing for:</td>
</tr>
<tr>
<td></td>
<td>• Late score entry requests for Reading, Mathematics, and Science MCA (requested May 14–20)</td>
</tr>
<tr>
<td></td>
<td>• Late score entry requests for Reading, Mathematics, and Science MTAS (requested May 14–20)</td>
</tr>
<tr>
<td></td>
<td>• <strong>Note for 2019–20</strong>: High school science records provided to MDE (uploaded by May 29)</td>
</tr>
<tr>
<td></td>
<td>• <strong>Note for 2019–20</strong>: Additional MCA and MTAS assessment records with EXC-N test codes for students with updated enrollments in MARSS</td>
</tr>
<tr>
<td></td>
<td>There are no additional data loads in Posttest Editing for ACCESS and Alternate ACCESS.</td>
</tr>
<tr>
<td><strong>June 4</strong></td>
<td>Final date to submit MARSS data to resolve MARSS discrepancies for Posttest Editing and accountability. <strong>Note for 2019–20</strong>: Final date to submit high school science records to MDE.</td>
</tr>
<tr>
<td></td>
<td>Note: If your district uses a student information service provider, the final date to submit MARSS may be earlier.</td>
</tr>
<tr>
<td><strong>June 5</strong></td>
<td>Posttest Editing closes.</td>
</tr>
<tr>
<td></td>
<td>• <strong>Note for 2019–20</strong>: High school science records provided to MDE (uploaded by June 4)</td>
</tr>
<tr>
<td></td>
<td>• <strong>Note for 2019–20</strong>: Additional MCA and MTAS assessment records with EXC-N test codes for students with updated enrollments in MARSS</td>
</tr>
</tbody>
</table>
Dashboard Overview

There are three test groups available in Test WES for Posttest Editing, and cleaning up discrepancies for all test groups is important for correct data and student reports. Know that you may have different numbers and types of discrepancies, especially when looking at Reading/Math and Science test groups as compared to the ACCESS test group. Differences between the test groups will be specified in this guide as needed, and it is important to look at each test group when working through Posttest Editing.

Resolving discrepancies for the ACCESS/Alternate ACCESS test group should be prioritized as the majority of assessments were administered and there will be more discrepancies to resolve. Also, because student information could be manually entered into the WIDA Assessment Management System (WIDA AMS) or hand-bubbled on a test booklet, there are typically more discrepancies to resolve for these assessments.

For MCA/MTAS test groups, fewer discrepancies may appear on the Dashboard due to the limited number of students who tested and the records with EXC test codes added by MDE before Posttest Editing opened. However, as updated MARSS data is submitted, continue to check the Dashboard for both test groups (Reading/Math and Science) to see if new discrepancies arise.

This section provides an overview of the Dashboard page as it relates to Posttest Editing. There are two ways to access Posttest Editing from the Dashboard: from the links on the bottom of the page and through the left Dashboard menu.
Links on Dashboard Page

The information on the bottom half of the screen provides an overview of the discrepancies and errors and can be used as a way to prioritize editing. The same information appears for all test groups, and the Dashboard defaults to the Reading and Math: MCA and MTAS test group.

- **Select a District/Select Test Group**: Your choices of district or school depend on your level of access. The test groups in Test WES are as follows:
  - Reading and Mathematics: MCA and MTAS
  - ACCESS for ELLs and Alternate ACCESS for ELLs
  - Science: MCA and MTAS

  Note: You must use this dropdown menu to navigate between the different groups in order to make edits for each test. Once you select a different group, the Dashboard information refreshes to reflect the information and discrepancies for that group. On all other Posttest Editing screens, the test group selected is indicated on the upper right of all screens.
• **MARSS Time Stamp Bar**: Below the test group is the date and time MDE received the most recent MARSS WES submission from the district. In Posttest Editing, MARSS updates will appear within minutes of the MARSS Coordinator submitting a file. This bar is also available on the search screens within Posttest Editing.

• **Posttest Edit Discrepancies Bar**: This section contains links to screens containing Errors, Likely Matches, and Other Warning and Alerts. These discrepancies are listed on the Dashboard to help you prioritize posttest editing work; additional information about these discrepancies is provided later in this guide. Select the blue **view/search** link to review these discrepancies:
  - **Errors**: the assessment record has a student identity error. Errors include assessment records that contain invalid or no date of birth and assessment records with invalid combinations of accommodations/linguistic supports.
  - **Likely Matches**: Likely Matches occur when enrollment and assessment records match except for MARSS number. Likely Matches are often easily resolved.
  - **Other Warnings and Alerts**: These cover various discrepancies that may or may not need to be changed, including:
    - Student's MARSS number and/or demographic information appears to conflict with the Student Identity Validation System.
    - Student took the test in the district but was enrolled in another district.
    - Other discrepancies in special circumstances or instances (e.g., home schooled).

• **Assessment Matching Issues Bar**: This section contains links to a screen that shows how many assessment records are not linked to MARSS enrollment records; these discrepancies indicate that there is an assessment record that is not matched to a MARSS enrollment record. Choose the blue links for a listing of the students with this discrepancy.

• **Enrollment Matching Issues Bar**: Indicates how many students enrolled in the district during the accountability window do not have matching assessment records; these discrepancies indicate that there is a MARSS enrollment record but no assessment record. Select the blue link to take you to a list of those students.

  Note: For Science, the enrollment matching issues are only looking at grades 5 and 8 because all students in these grades are expected to participate (in contrast to high school where only students completing their life science coursework participate).

After you edit these discrepancies, you can return to this screen and select **Update Counts**, and Test WES will recalculate all counts on the Dashboard.
Dashboard Menu

You can also use the menu on the left side of the Dashboard to complete Posttest Editing. The following options are available under Posttest Edit and will be addressed in this section.

<table>
<thead>
<tr>
<th>Posttest Edit</th>
<th>Pretest Edit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Search Discrepancies</td>
<td>District Confirmations</td>
</tr>
<tr>
<td>Search Student</td>
<td>Precode Student Eligibility</td>
</tr>
<tr>
<td>View/Print Reports</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>File Transfer</th>
<th>Posttest Discrepancies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sent Precode</td>
<td>Early Student Level Results</td>
</tr>
<tr>
<td></td>
<td>Posttest Discrepancies</td>
</tr>
<tr>
<td></td>
<td>Test Security Notifications</td>
</tr>
<tr>
<td></td>
<td>File Exchange</td>
</tr>
</tbody>
</table>
**Search Discrepancies**

Choose the Search Discrepancies link to search different types of discrepancies. On this page, you have three discrepancy search options.

- **Assessment records with likely matches to MARSS enrollment records**: this option will pull the same list of students as selecting the “Likely Matches” link from the Dashboard.

- **MARSS enrollment records not matched with assessment records**: this option will pull the same list of students as selecting the link under Enrollment Matching Issues.

- **Assessment discrepancies**: when you select this option, another menu on the right (Assessment Discrepancy Categories) becomes active. You must select at least one category to search.

The Search Discrepancies page can be used to search discrepancies that may not be highlighted on the Dashboard. For example, selecting the bottom box on the Assessment Discrepancy Category list *(Assessment records with data that will be automatically updated to match MARSS data)* will show you discrepancies that have a green status icon: ![Assessment Notification](image). Since these assessment records will be automatically updated to match MARSS, you do not have to take action but can if you choose.
Search Student

Choose the Search Student link to search for a student or students who match particular criteria. Searches that return more than 1,000 records will not be displayed and additional search criteria must be added.

- You can add specific search criteria (like grade, MARSS number, and name) or select filters in the Other drop-down menu on the right. Partial information can be entered (e.g., entering part of a last name).
  - The hand-gridded filter in the Other drop-down menu is used for the ACCESS test group only; it can be helpful filter to resolve discrepancies arising from manually added records in WIDA AMS or hand-bubbled test booklets.
  - The report code filter can be used to search for assessment records that do not have a valid score (i.e., not complete (NC) or not attempted (NA)) or have a test code indicated (e.g., EXC-N, REF-P, INV-D). Select Report-Code under Other and then select Search to display these records. You can sort on this column, as needed, if you are looking for specific codes.

Note for 2019–20

If using the Report Code filter to find records where EXC-N was applied for the MCA/MTAS test group, you may need to use filters (e.g., grade or school) to narrow your results.

Note: All EXC-N records created by MDE will appear as MCA and cannot be changed to MTAS. This is because when records are created in Test WES, they are created as blank assessments (which default to MCA) and information from Pretest Editing, like test assignments, is not used. The only exception is if blank MTAS tests were submitted by the district in PearsonAccess Next by March 27.

- You can also choose whether to search all students or narrow search results to those who have either an assessment discrepancy or enrollment matching issue by selecting an option under Search Student Options on the left.
View and Print Reports

Choose the View/Print Reports link to review reports that can be used as a reference throughout Posttest Editing to:

- Provide to other staff in the district who are helping to resolve discrepancies
- See a list or verify which records have been changed
- See which accommodation and linguistic support codes have been indicated to help determine which codes may need to be corrected during Posttest Editing.

The reports include information for the test group selected on the Dashboard (e.g., Reading/Math or ACCESS). To view reports for another test group, go back to the Dashboard, change the test group, and select View/Print Reports again. Select the applicable link to access the report.

Note for 2019–20

For the MCA/MTAS test groups, use the Posttest Changed Records report to view the records added by MDE on May 26, June 1, and/or June 5.

Note: These reports are ONLY available during Posttest Editing. To access any copies of the reports after Posttest Editing closes, print or save any reports needed on the last day of Posttest Editing. After Posttest Editing closes, there will be a Posttest Discrepancies Report available under File Transfer that lists all discrepancies remaining at the end of Posttest Editing; see the Unresolved Discrepancies section later in this user guide.
When you select a report, there is an option to open in Excel or text format. To access a different report, use your browser’s Back button or back to the Dashboard and select View/Print Reports again.
Search Page Information

As described in the previous section, you will use the Dashboard to navigate to the discrepancies you want to review and/or resolve. The Dashboard links take you either to the Search Discrepancies or Search Student pages. Some additional functions of these pages are described below.

Search Results

The following chart provides you with the definitions for the columns in the table displaying the student records. The fields that appear and where the data comes from depends on the search conducted—whether searching MARSS enrollment or assessment records. More information about how to change or resolve information in these columns is included in later sections of this user guide.

Column Definitions for Posttest Edit Search Results (columns vary by test group)

<table>
<thead>
<tr>
<th>Column Label</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stat</td>
<td>This column will indicate the student’s status in Posttest Editing. If this field is blank, the record has no discrepancies. Discrepancies are indicated with one of the following symbols. Hovering over the symbol with your mouse will display a message explaining the discrepancy.</td>
</tr>
<tr>
<td>Local Use</td>
<td>Optional MARSS field used by some districts for internal student identification purposes; populated from the MARSS enrollment or assessment record depending on the search conducted</td>
</tr>
<tr>
<td>MARSS #</td>
<td>Student identification number in MARSS; populated from the MARSS enrollment or assessment record depending on the search conducted</td>
</tr>
<tr>
<td>Student Name</td>
<td>Student’s name on the MARSS enrollment or assessment record</td>
</tr>
<tr>
<td>Sch</td>
<td>School number on the MARSS enrollment or assessment record</td>
</tr>
<tr>
<td>Column Label</td>
<td>Definition</td>
</tr>
<tr>
<td>--------------</td>
<td>------------</td>
</tr>
<tr>
<td>Gr</td>
<td>Student’s grade on the MARSS enrollment or assessment record</td>
</tr>
<tr>
<td>Gn</td>
<td>Student’s gender on the MARSS enrollment or assessment record</td>
</tr>
<tr>
<td>DOB</td>
<td>Student’s date of birth on the MARSS enrollment or assessment record</td>
</tr>
<tr>
<td>UIN</td>
<td>Universal Identification Number; unique number assigned to the assessment record</td>
</tr>
<tr>
<td>Sub</td>
<td>Test subject of the assessment record</td>
</tr>
<tr>
<td>Test</td>
<td>Test name on the assessment record</td>
</tr>
<tr>
<td>RC</td>
<td>Report Code; indicates if the assessment record has a valid score (VS), was not complete (NC), was not attempted (NA), or has a test code, like not enrolled (NE) or parent refusal (REF-P). Refer to Chapter 8 of the Procedures Manual (PearsonAccess Next &gt; Resources &amp; Training &gt; Policies and Procedures) for more information on how valid scores are determined and on test codes. Note for 2019–20: This field also includes the new Extenuating Circumstances test codes (EXC-A for tests that were started and EXC-N for tests not started).</td>
</tr>
<tr>
<td>HG</td>
<td>Hand-Gridded; appears for all test groups but will appear as “N” for all test records for Reading/Math and Science. For ACCESS, “Y” means the student data did not come from MDE’s precode or is different from what was sent in precode, while “N” means the data did come from what MDE provided in precode.</td>
</tr>
<tr>
<td>HS</td>
<td>Home-Schooled; indicates whether the Home-Schooled student characteristic code is indicated on the assessment record. If a home-schooled student was manually entered in Precode Student Eligibility with the Home-Schooled enrollment code, this indicator should be Y in Posttest Editing. Districts should verify the indication as needed.</td>
</tr>
<tr>
<td>EL</td>
<td>English Learner indicator from MARSS; student’s English learner classification (Y, N) based on English learner status in MARSS</td>
</tr>
<tr>
<td>Sp</td>
<td>Special Education indicator; student’s Special Education status (Y, N) based on Special Education status in MARSS</td>
</tr>
</tbody>
</table>
Legend

A legend is available on each page when you have searched for discrepancies. Access the legend by selecting “View Legend” on the right side of the screen above the table of student records. A partial screenshot is included below. The legend provides detailed information on the values appearing in each of the column names for a student’s record, including discrepancy, demographic, and assessment information.

<table>
<thead>
<tr>
<th>Legend</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Status Indicator</strong></td>
<td></td>
</tr>
<tr>
<td>![Assessment Error]</td>
<td>The assessment record has a student identity error.</td>
</tr>
<tr>
<td>![Assessment Warning]</td>
<td>A matching issue exists between the assessment record and the MARSS enrollment record, which could include:</td>
</tr>
<tr>
<td></td>
<td>- Enrollment record could not be found</td>
</tr>
<tr>
<td></td>
<td>- Enrollment record conflicts with the assessment record</td>
</tr>
<tr>
<td>![Assessment Alert]</td>
<td>The assessment record conflicts with the MARSS enrollment record, which could include:</td>
</tr>
<tr>
<td></td>
<td>- Likely matches between the enrollment record and assessment record that must be confirmed</td>
</tr>
<tr>
<td></td>
<td>- Discrepancies with the home-schooled student characteristic code</td>
</tr>
<tr>
<td>![Assessment Notification]</td>
<td>Information on the assessment record differs from the MARSS enrollment record. This difference will automatically be resolved using the MARSS enrollment information.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Local Use</th>
<th>Local Use Data</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>MARSS #</th>
<th>MARSS Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Name</td>
<td>Student Name (Last, First Middle)</td>
</tr>
<tr>
<td>Sch</td>
<td>School Number</td>
</tr>
<tr>
<td>Gr</td>
<td>Student Grade</td>
</tr>
<tr>
<td>Gн</td>
<td>Student Gender</td>
</tr>
<tr>
<td>DOB</td>
<td>Student Birth Date</td>
</tr>
</tbody>
</table>
Search Page Functions

When you search for records on the Search Student or Search Discrepancies page, the first record in the list is automatically highlighted in blue. If you select a different assessment record, it will be highlighted blue. The action buttons at the bottom of a screen operate only on the record that is highlighted in blue (“Accept MARSS Data for Page” is the exception).

Different buttons are available depending on the type of discrepancy and whether you are searching on assessment discrepancies or MARSS enrollments. Many of these buttons will be addressed in later sections of this user guide. The buttons available may include:

- **Edit Assessment**: Use this button to edit information on an assessment record (e.g., demographic information, test code, accommodation/linguistic support codes).

- **Find Assessment Match**: Use this button to search for an assessment record to match a MARSS enrollment record.

- **Find Enrollment Match**: Use this button to search for a MARSS enrollment record to match with an assessment record.

- **Add Blank Assessment**: Use this button to add a blank assessment record to indicate test codes when no test record exists; see information later in this user guide about when to use this functionality.

- **View Related Records**: Use this button to see all the assessment records for the selected student, including prior year assessment records and inactive 2020 records.
- **Accept MARSS Data** and **Accept MARSS Data for Page**: Use these buttons to accept the MARSS data for an individual record or for the page displayed in Test WES. Selecting one of these options will resolve discrepancies where the data in the assessment record differs from the data in the MARSS enrollment record.
  - Use your cursor to hover over the discrepant information and see the data in the MARSS enrollment record. For example, if the name on the assessment record differs from the name in the MARSS enrollment record (e.g., Dave vs. David), hover over the name that is in bold font to see what MARSS information will be used.
  - If the assessment record is correct but the enrollment record in MARSS is not, the MARSS Coordinator must make the change to the student’s enrollment record in MARSS to match the assessment record. MARSS enrollments cannot be changed in Test WES.

- **View Assessment Change History**: Once you have made a change, you can view the assessment history for that record.

- **Download Search**: Use this button to export the search results into an Excel file. You can use this file as a reference to help resolve discrepancies, but you cannot upload any changes made in the file.

### Posttest Edit Discrepancies

This section describes the different types of Posttest Edit discrepancies highlighted on the Dashboard and how Test WES is used to resolve them.

**Assessment Errors**

For an assessment record to be matched to an enrollment record, the student identity information (MARSS/SSID number, name, gender, and birth date) is validated against the Student Identity Validation Interface. The MARSS/SSID number on the assessment and enrollment records must match, and if any data in those required fields is missing or incomplete, then the assessment record cannot be matched with an enrollment record. The data in the assessment record must be edited or entered on the student Edit screen in order to link the updated assessment record to an enrollment record and other prior assessment records.

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**Note for 2019–20**

Because the majority of ELs were able to be administered the ACCESS or Alternate ACCESS, errors will still appear and need to be resolved. Most errors in student identity information will be found in the ACCESS test group because student information could be manually entered into WIDA AMS or hand-bubbled on a test booklet.
Select (view/search) next to Errors under Posttest Edit Discrepancies on the Dashboard to view all assessment records with errors.

For errors, the student assessment records will have one or more of the status icons in the first column, including an orange warning icon (indicating that the MARSS number and/or demographic information is in conflict with the Student Identity Validation System) and a red X icon (indicating an error). Errors in student identity information marked with a red X must be fixed before you can save the assessment record.

In the example below, the student’s birth date was not bubbled on the ACCESS paper test book. To edit this record, ensure the student is selected by clicking on the student name. The record will be highlighted in blue as shown below. Select Edit Assessment to go to the edit screen.
To fix this issue, fill in the student’s correct birth date. In order to resolve both the error and warning discrepancies, you must verify with your MARSS Coordinator that the demographic information you are adding to the assessment matches the information in the Student Identity Validation Interface. Select **Save My Changes**.
On the next screen, there are two rows: the “Existing” and “New” records. In the new record, the birth date is now indicated. Select **Yes, Make This Change** to replace the Existing record with the New record.

The updated assessment record will disappear from the **Assessment records with errors** search results. However, to update the **Errors** count on the Dashboard, you need to select **Update Counts** on the Dashboard; once you have done that, the **Errors** counts (and any other discrepancy counts you’ve successfully edited) will be updated.
Likely Matches

One of the first places to resolve discrepancies is the list of assessment records that are *likely* matches to MARSS enrollment records. These are cases where the assessment and enrollment records for a student match except for the MARSS number. When you review the likely match for a particular student, you need to determine if the enrollment record is the correct match for that assessment record.

Because the majority of ELs were able to be administered the ACCESS or Alternate ACCESS, likely matches may still appear and will need to be resolved. Most likely matches will be found in the ACCESS test group because student information could be manually entered into WIDA AMS or hand-bubbled on a test booklet.

Note for 2019–20

To review likely matches, select *(view/search)* next to Likely Matches under Posttest Edit Discrepancies on the Dashboard.

This will show you all Assessment records with likely matches to MARSS enrollment records. In the example below, the MARSS number is in brown, bold font in the student record. Putting your cursor over the MARSS number indicates the data in MARSS for this field.

If the MARSS enrollment information is correct, select Accept MARSS Data. If the assessment record is correct and the MARSS enrollment information is incorrect, the MARSS Coordinator will need to update the information
in MARSS and submit a new file to MDE. Once the discrepant data is corrected, either in Test WES or in MARSS, the assessment and enrollment records will automatically link and the discrepancy will no longer show in the Likely Matches counts.

Other Warnings and Alerts

To review other common assessment discrepancies, select (view/search) next to Other Warnings and Alerts under Posttest Edit Discrepancies on the Dashboard.

This link searches for records with these discrepancies: 1) Assessment records discrepant with MARSS enrollment records, and 2) Assessment records matched with MARSS enrollment records outside my district.

Assessment Records Discrepant with MARSS Enrollment Records

The example below shows an assessment record that is discrepant with the MARSS enrollment record.

The discrepancy on this record indicates that the school number on the assessment record does not match the school number on the MARSS enrollment record. This discrepancy may appear if you used Precode Student Eligibility to change the student’s testing location within the district. The individual student report will be provided to the school indicated on the assessment record. Putting your cursor over the number indicates the data in MARSS for this field. If needed, you can edit the school number on the assessment record by:

- Selecting Edit Assessment and picking the school that is indicated in MARSS in the drop-down menu on the next page.
Once you save this change, you will need to confirm the change by selecting Yes, Make This Change to replace the Existing record with the New record.

Discrepancies related to demographic flags, like special education, will also appear under Other Warnings and Alerts. If a student took the ACCESS or Alternate ACCESS and is not indicated as an English learner in MARSS, the following discrepancy appears. A similar discrepancy for appears for MTAS if the student was not indicated as special education.

**Assessment Records Matched with MARSS Enrollment Records Outside My District**

The example below shows an assessment record matched with MARSS enrollment records outside the district.

When you select Edit Assessment, the following screen appears and indicates that you will need to submit updated MARSS information if the student was enrolled in your district. In the rare situation where the student tested with you but was not enrolled in your district, contact MDE at mde.testing@state.mn.us.
Assessment Matching Issues

After reviewing the discrepancies listed under Posttest Edit Discrepancies, you should next review the Assessment Matching Issues on the Dashboard.

Selecting the link in this box will bring up students who have an assessment record but are not matched to a MARSS enrollment record.

The majority of these discrepancies will likely be found in the ACCESS test group. For the MCA/MTAS test groups, if subsequent updates to MARSS indicate that a student was not enrolled, this discrepancy will appear saying that there is an assessment without an enrollment (since MDE created the original record from what was in MARSS and added the EXC-N code). You do not need to do anything to resolve this discrepancy.

Note for 2019–20
The example below shows a discrepancy where the student has an assessment record but was not enrolled in the district. To try to resolve this discrepancy, you can select **Find Enrollment Match** to look for a MARSS enrollment record to match the assessment record.

Next, you will see the following search screen where you can search for MARSS enrollment records. The school where the student tested will be the default in the Enrolled School drop-down menu. District-level users can select “All Schools in District” to search; school-level users will only be able to search in the school they can access. Enter some information in one or more fields (partial entries in the name fields are allowed) and select **Search**.
If you do not find an enrollment match on the search screen, verify with your MARSS Coordinator if this student was enrolled. If MARSS erroneously indicated that the student was not enrolled during the window, the student’s enrollment record will need to be corrected and an updated MARSS file must be submitted to MDE.

If you find a match, select the record so it is highlighted in blue and select **Match and Update Assessment**.

![Find 2020 Enrollments in MARSS](image)

On the following screen, you will need to confirm your change. If the enrollment record you selected is already matched to an assessment, you will receive the following warning message. Confirming this change may result in another discrepancy or that one of the two assessment records now matched to the one enrollment record will become inactive.

**WARNING:** The selected enrollment record already has 1 matching Composite assessment in the selected test group. This action may cause this assessment record or another assessment record to be treated as a duplicate assessment.

**Yes, Make This Change**  **No, Don’t Make This Change**

**Home-Schooled and Shared-Time Students**

A discrepancy of assessment records without MARSS enrollments is a *correct* discrepancy for home-schooled and shared-time students who participated in testing.

Shared-time students who received eligible EL instruction through the public school and are EL-identified in MARSS must take an English language proficiency accountability assessment (ACCESS or Alternate ACCESS). These students should receive a discrepancy of an assessment without an enrollment because they are not considered enrolled for accountability purposes.

Home-schooled and shared-time students were not required to participate in the standards-based accountability assessments but if they did test, this discrepancy will appear because they tested with you and are not considered enrolled for accountability purposes. In these cases, the student was manually entered in Precode Student Eligibility with the Home-Schooled enrollment code and the Home-Schooled indicator should
be indicated as Yes in Posttest Editing if the student participated in testing. Verify the indicator by selecting **Edit Assessment** and verifying that Home-Schooled is indicated as Yes.

If home-schooled or shared-time students did not participate testing, no discrepancy appears if they are indicated correctly in MARSS as a test is not expected. If a discrepancy does appear (for a MARSS enrollment without an assessment), work with the MARSS Coordinator to submit updated information in MARSS. Home-schooled students are not enrolled in MARSS; shared-time students are indicated with MARSS State Aid Category = 16, 17, or 18.

If the home-schooled or shared-time student did NOT test, no records will appear in Posttest Editing, even if a record was added in precode.

If the student was incorrectly indicated in MARSS when Posttest Editing opened, MDE created a blank assessment record for MCA and added the EXC-N code. This record can be left as is.
MARSS Enrollments Matching Issues

At the beginning of Posttest Editing, no MARSS Enrollment Matching Issues should be present for MCA and MTAS, as MDE created EXC-N records for all enrollments during the accountability window without assessments.

If an updated MARSS file is submitted that contains new enrollments during the accountability window, discrepancies will appear saying that there are enrollments without assessments. MDE will automatically create assessment records with the EXC-N code three times during Posttest Editing for MCA and MTAS: May 26, June 1, and June 5. If you want to resolve the discrepancy before then, you can create a blank assessment and add the EXC-N code. Refer to the Creating Blank Assessments to Indicate Test Codes section below for more information.

These discrepancies may still appear for ACCESS and Alternate ACCESS as MDE is not automatically creating EXC-N records. Because the ACCESS and Alternate ACCESS testing window was almost over at the time of the COVID-19 closures, the reason a student did not test may not have been related to COVID-19.

Before addressing any MARSS Enrollment Matching Issues, you should ensure that you have already resolved any assessment errors or likely matches. Resolving those assessment discrepancies will remove some of the MARSS enrollment records without matching assessment records discrepancies.

If the student did not test and a test code needs to be indicated, refer to the next section. This section describes how to search for assessments to match to enrollment records.

Students enrolled during the accountability windows should be linked to assessments as follows:

- Reading and Mathematics test group: all students in grades 3–8, 10 (reading only), and 11 (mathematics only)
- ACCESS test group: all English learners in grades K–12
- Science test group: all students in grades 5 and 8 (high school is not included because only students completing their life science coursework participate)
To find students who are not linked to an assessment for reading and mathematics, select the link in the Enrollment Matching Issues box to view MARSS enrollment records where no assessment record exists. This search may take a few minutes to load.

The example below shows students who did not have matching assessment records but were enrolled during the accountability window. To search for the matching assessment record, select the student’s record so it is highlighted in blue and then click on **Find Assessment Match**.
On this screen, the default tab is **Unmatched 2020 Assessments**. If you want to look for all the *unmatched* assessments in the school, choose the “Search” button. You can also search all unmatched assessments in the district by changing the “Tested School” drop-down menu to “All Schools in the District.”

The other tab, **Search 2020 Assessments**, brings up the screen below. The purpose of this screen is to enter information that will guide the search for an assessment that may match the student’s enrollment record listed in the upper half of the screen.

After searching, if you find an assessment record that matches the enrollment record, you can select the assessment record you want to choose so it is highlighted in blue, select **Match and Update Assessment**, and confirm that you want to match the assessments. **Use caution when searching on this tab: the search might find an assessment that is already (correctly) connected to another student’s enrollment record.** You will receive the warning below if you attempt to match an assessment that is already connected to another enrollment.

**WARNING:** This action will change the association of this assessment to a different enrollment.
PSEO Students

This section is likely not applicable for spring 2020. For MCA, any PSEO students who are not correctly indicated in MARSS OR who are enrolled in a district that pays the college directly will have an EXC-N record created for them; no further action is needed.

Full-time PSEO students are students who attended a postsecondary institution full time during testing and are identified as PSEO in MARSS. If these students were not present during testing, they were not expected to test and a discrepancy will not appear if correctly indicated in MARSS. Note: If the student was not full-time PSEO for the entire school year (e.g., enrolled in a course at the school in the fall) but was full-time PSEO in the spring during testing, a second enrollment record should be created for when the student became full-time PSEO; this ensures that the student is still considered full-time PSEO for testing purposes, and therefore not required to test if not present.

In some special cases for full-time PSEO students, districts pay the college directly, which creates a MARSS enrollment matching discrepancy in Posttest Editing if the student did not test. In these cases, the district must prepare a document with the following information in order for MDE to resolve the discrepancy:

- A statement that confirms the following points for all students:
  - The student is not enrolled in any courses at the high school (participate in 0 hours of instruction).
  - The student is a full-time (100 percent) PSEO student at a college or university.
  - The district directly pays the student’s full-time tuition to the college or university.
  - The student did not have a valid assessment score.

- A list of the students that includes the following for each student: first name, last name, and MARSS/SSID number

The document must be uploaded using the File Exchange in Test WES (available on the Dashboard under File Transfer). Note: Do not create a blank assessment for students in this situation; once MDE receives and enters the information for these students, the discrepancy will be resolved. The close of Posttest Editing is the deadline for submitting information on these PSEO students.

Creating Blank Assessments to Indicate Test Codes

For assessments where a test code (e.g., absent, parent refusal) needs to be indicated, the Add Blank Assessment function will be used to create a blank record to which a test code can be added. For information on when indicating a test code is appropriate, refer to the Test Codes section in Chapter 8 of the Procedures Manual (PearsonAccess Next > Resources & Training > Policies and Procedures).
Blank records need to be created for the ACCESS test group to indicate why students did not participate in testing. Note: Applicable test codes determined during the testing window (e.g., SPD, DEC) that were not indicated in WIDA AMS should be added during Posttest Editing; ONLY indicate EXC-N if the student was unable to test due to COVID-19. See the ACCESS and Alternate ACCESS for ELLs Report and Domain Codes section below for more information.

For the MCA test groups, assessment records with the EXC-N test code were created automatically before Posttest Editing opened if there was a MARSS enrollment during the accountability window without an assessment. If an updated MARSS file is submitted that contains new enrollments during the accountability window, a discrepancy will appear saying that there is an enrollment without an assessment.

- MDE will automatically create assessment records with the EXC-N code three times during Posttest Editing for MCA and MTAS: May 26, June 1, and June 5. If you want to resolve the discrepancy before then, you can create a blank assessment and add the EXC-N code. Note: If you create a blank assessment, you must also indicate the EXC-N code; MDE only applies the EXC-N automatically when there is a MARSS enrollment without an assessment.

- The EXC-N code does not need to be changed to reflect another test code (e.g., REF-P, ME). Similarly, if one of these other test codes was indicated in PearsonAccess Next, it does not need to be changed to EXC-N.

For high school Science MCA, if districts were unable to complete work in PearsonAccess Next to indicate which students would have tested and have not yet submitted a file to MDE, districts can still submit those students by uploading information through File Exchange in Test WES. The spreadsheet must include:

- In the first column, include the four-digit district number.
- In the second column, include the two-digit district type.
- In the third column, include the MARSS numbers for any student enrolled in life science or biology that was not added to a test session in PearsonAccess Next.

MDE will create assessment records with the EXC-N code for these students, first for students enrolled during the accountability window and then for any students enrolled in the district who are included on the list. Before appearing in Test WES, other validations are also run (e.g., to see if an enrollment is found in another district). This may mean that every students included on the district’s list is not loaded into Test WES.

The deadline to upload a file for high school science is June 4. After this point, student assessment records for high school science will not be created by MDE, and those students will be included in precode files next year (i.e., students will be sent again next year even if they will not be testing).
Before adding any blank assessments, you must ensure that you have already resolved any assessment errors or likely matches before trying to find other matches. Resolving those assessment discrepancies may remove the need to create a blank assessment. Similarly, you should ensure that you have tried to match any assessments to enrollment records, as described in the previous section.

To find students who you can create a blank assessment for, select the link in the Enrollment Matching Issues box to view MARSS enrollment records where no assessment record exists. This search may take a few minutes to load.

Select the student record so it is highlighted in blue, and select Add Blank Assessment.

A blank assessment record has been added and will be shown on the next screen.
Note that the screen has changed to Search Student and only records for the selected student will appear. If the student is in a grade where they have both reading and mathematics assessment records, you will need to select the assessment record you added so it is highlighted in blue; the UIN will have “TW” at the beginning and the Report Code will be NA (not attempted). Once the record is selected and highlighted in blue, select the Edit Assessment button.
This will take you to the edit assessment screen where you can add the applicable test code. Select **Save My Changes** and confirm the change to proceed.

Note: the test codes for invalidations (INV-D, INV-S, and INV-O) cannot be added to blank assessments; they can only be added to tests that have been attempted, meaning a report code of VS (valid score) or NC (not complete). See the next section for more information.
Entering Invalidations

For the ACCESS/Alternate ACCESS test group, invalidations not indicated during testing should be indicated as needed.

For the MCA/MTAS test group, invalidations should only be entered if there was an outstanding test security issue or misadministration that was not indicated during testing. Otherwise, the EXC-A test code should remain for started tests.

To invalidate a student’s assessment, select **Search Student** from the left menu on the Dashboard. Enter student demographic information in the search fields to find the student. Select the student record so it is highlighted in blue, and select **Edit Assessment**.

Select the applicable invalidation code, and select **Save My Changes** and confirm the change to proceed.
Accommodation and Linguistic Codes

For the ACCESS/Alternate ACCESS test group, make updates or corrections to accommodation codes that were not or could not be indicated during test administration. For the MCA/MTAS test group, accommodation and linguistic support codes are not required to be updated.

Note for 2019–20

To edit accommodation support codes for the ACCESS/Alternate ACCESS test group, select Search Student from the left menu on the Dashboard. Enter student demographic information in the search fields to find the student. Select the student record so it is highlighted in blue, and select Edit Assessment.

To add or remove accommodation/linguistic support codes, click the applicable check boxes. Note that the available codes vary by subject and test. Select Save My Changes to save any changes.
ACCESS and Alternate ACCESS for ELLs Test Group

This section will address Posttest Editing functions that are unique to ACCESS and Alternate ACCESS for ELLs. Because student information could be manually entered into WIDA AMS or hand-bubbled on a test booklet, the ACCESS test group may have a larger number of discrepancies. It is important that you check this test group (by changing the test group on the Dashboard) and ensure you have allowed time to make corrections. Many of these discrepancies may be easy to resolve by correcting student information to match MARSS.

Note for 2019–20

Resolving discrepancies for the ACCESS and Alternate ACCESS should be prioritized as the majority of assessments were administered and there will be more discrepancies to resolve.

Each student that was administered the ACCESS will have one assessment record. The subject will be indicated as A to represent all domains (reading, writing, listening, and speaking).

<table>
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<th>Stat</th>
<th>Local Use</th>
<th>MARSS #</th>
<th>Student Name</th>
<th>ScH</th>
<th>Sex</th>
<th>Sex</th>
<th>DOB</th>
<th>UBN</th>
<th>Sub</th>
<th>Test</th>
<th>RC</th>
<th>HG</th>
<th>HS</th>
<th>EL</th>
<th>Sp</th>
</tr>
</thead>
<tbody>
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<td>40251</td>
<td>5555050100076</td>
<td>Coconut, Control</td>
<td>501</td>
<td>11</td>
<td>M</td>
<td>06/07/2002</td>
<td>k005533</td>
<td>A</td>
<td>ACCESS</td>
<td>VS</td>
<td>N</td>
<td>N</td>
<td>Y</td>
<td>Y</td>
<td></td>
</tr>
</tbody>
</table>
ACCESS and Alternate ACCESS for ELLs Report and Domain Codes

When editing a student’s ACCESS record, be aware that the domain codes can only be used to indicate a test code (e.g., DEC, SPD, ABS). To enter or edit test codes for ACCESS and Alternate ACCESS, you will need to select **Edit Assessment** on any of the search pages. If a test code is indicated for one or more domains, the report code will change; the new report code is dependent on the codes indicated.

Other test codes entered during the testing window should not be changed to EXC-N during Posttest Editing unless the student was unable to test due to COVID-19.

If the student was unable to complete all domains due to COVID-19, then the EXC-N code must be indicated for the applicable domain since the code was not automatically applied by MDE.

The Medical Excuse (ME) and Not Enrolled (NE) test codes are specific to Minnesota and could not be indicated in WIDA AMS, so you will still need to indicate these codes as applicable during Posttest Editing.
ACCESS Missing Domains

In the case where a record is missing one or more domains, the report code will be NC (not complete). To search for all records with a report code of NC, go to Search Student on the Dashboard, change the filter under Other to Report-Code, select Search, and sort on the RC (report code) column.

If the student did not participate in the missing domain, you can select Edit Assessment to indicate the reason by changing the test code for that domain, if applicable. Note for 2019–20: This is where EXC-N is available to indicate.
If the student did participate in the missing domain, then the records were not merged by DRC because student information on the two records did not match. However, Test WES may have been able to match (but not merge) the records.

To check if there is another record matched for a student, select View Related Records.

If there is another record for 2020 there will be an option to select Show Inactive Records.
The inactive record will appear in gray, in a separate row, with the “I” symbol for an inactive record.

The records (active and inactive) will be merged following Posttest Editing if the following student demographic information matches exactly on all records: MARSS number, last name, first name, date of birth, and grade. Since the records are merged after Posttest Editing, the NC report code will remain throughout Posttest Editing even after both records have been edited.

For instances where there are two valid scores in the same domain across the two records, DRC will take the highest score for each domain following Posttest Editing if the demographic information matches. This might result in different results for a student than what appears in the early student-level results in Test WES.

If Test WES was not able to match the records, the Show Inactive Records button will not appear, and you may need to correct a discrepancy on the other record in order for Test WES to match them. You can search for assessment records discrepant with MARSS (by selecting the view/search link for Other Warnings and Alerts on the Dashboard) and correct the discrepancies on the record. Then, follow the steps above to verify if there is an inactive record.

**ACCESS and Alternate ACCESS for ELLs Wrong Grade Warnings**

In the example below, the warning message indicates that the grade on the assessment record does not match the grade on the MARSS enrollment record. For ACCESS, even though the test is in a grade band, the grade indicated on the test must match the grade enrolled in MARSS in order for the test to be scored correctly. To correct the discrepancy, an updated enrollment record could be submitted in MARSS, or the grade on the assessment record could be changed within the allowable band of grades to match the enrollment record. If the discrepancy is not corrected, the test will receive the report code of WG (wrong grade) and no score will be provided.
Unresolved Discrepancies

Once you have worked through the different options for reviewing discrepancies from the Dashboard and search pages, there may be some discrepancies you are unable to resolve. Even though Test WES identifies discrepancies, this does not mean you will necessarily be able to resolve them. For example, you cannot resolve discrepancies for any home-schooled or shared-time students who tested; if indicated correctly in MARSS, these students should receive a discrepancy of an assessment without an enrollment because they are not considered enrolled for accountability purposes.

Note for 2019–20

This year, many of the unresolved discrepancies may appear in the MCA/MTAS test groups for Assessment Matching Issues: if subsequent updates to MARSS indicate that a student was not enrolled, a discrepancy will appear saying that there is an assessment without an enrollment (since MDE created the original record from what was in MARSS and added the EXC-N code). You cannot do anything to resolve these discrepancies.

Beginning June 8, there will be a report available in Test WES that contains a list of all discrepancies that remained for your district at the end of posttest editing. To review the report, select Posttest Discrepancies under File Transfer on the Dashboard.

The file can be accessed in Excel or tab-delimited text format. Use this list as a reference to answer any questions about final assessment and accountability results that may be affected by the discrepancies.
**Posttest Editing District Confirmation**

A district confirmation is available on the District Confirmation screen specifically for Posttest Editing. You must complete this confirmation if there were no edits needed for your district. You can also complete this confirmation to let MDE know that all posttest editing is complete.

To complete the confirmation, you will access District Confirmation under Pretest Editing, not Posttest Editing. This is the same place where you confirmed information during Pretest Editing.

The Posttest Editing District Confirmation is available at the bottom of the screen and is the only question that will be active during Posttest Editing for you to indicate a response. The information from Pretest Editing will be displayed but cannot be edited.

To confirm that your district’s Posttest Editing is complete or that there were no edits needed for your district, check the box. The deadline to complete this confirmation is the close of Posttest Editing, June 5.