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Test WES (Web Edit System) is a secure Minnesota Department of Education (MDE) system where authorized personnel 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 will provide detailed information on Precode Student Eligibility, which is used to verify student eligibility for testing and enter students for testing, and on Sent Precode, which is used to view precode information sent to service providers.

**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). For any questions about accessing MDE secure systems, contact useraccess.mde@state.mn.us.

To log in, go to 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.
Precode Overview

“Precode” refers to the files that are sent to testing service providers (i.e., Pearson and DRC). The precode files contain information from the Minnesota Automated Reporting Student System (MARSS) enrollment record (such as the school the student is enrolled in), as well as any assessments the student is eligible for with any related information (such as any accommodations or linguistic supports requested during Pretest Editing for MCA).

- Updates to student enrollment information are submitted in the MARSS Web Edit System (MARSS WES) by the MARSS Coordinator. Submitted MARSS data is used as the basis for student enrollment information sent in precode files.

- The student identity validations at MDE require that a particular MARSS or state student ID (SSID) number can be held by just one student, so only students with a unique, valid MARSS/SSID number will be sent in the precode files.

- Any discrepancies related to a particular student’s MARSS/SSID number or any other MARSS errors must be resolved before the student’s record will be sent in precode.

- The Student Identity Validation Interface (MDE website > Districts, Schools and Educators > Business and Finance > Data Submissions > Student ID Validations) is used to create SSIDs for new students and to resolve problems with student identity issues. It includes MARSS numbers from currently enrolled student and students from the past decade.

- All students currently enrolled in your district will have a MARSS/SSID number, but some students who may test (i.e., home-schooled students who have requested to test) will need to have a MARSS/SSID number assigned before they can be added into Precode Student Eligibility and then sent in precode.

Notes for Nonpublic Schools

Nonpublic schools who will be participating in statewide assessments must follow the instructions to add students described in Manual Changes to Precode Records below once MARSS numbers have been found or SSID numbers have been created. Students in nonpublic schools must be manually added each year they will participate in testing. Students can only be added during the school year in which they will be testing. If students will be testing in the 2019–20 school year, they can be added when Pretest Editing opens in December.

When manually adding students, you will receive a warning message that says: Adding a manual enrollment record will override all other records; MARSS updates will not be reflected. Are you sure? Since nonpublic schools do not submit MARSS (enrollment) data to the state, this message can be disregarded. Click “OK” to add the student.

Refer to Nonpublic School Participation in Minnesota Assessments for further information about participating in statewide testing (MDE website > Districts, Schools and Educators > Teaching and Learning > Statewide Testing > District Resources).
Dashboard Overview

Precode Student Eligibility and Sent Precode are accessed in Test WES. The first screen you see after you log in to Test WES is My Dashboard. The Message Board contains information on upcoming tasks and activities, including relevant dates.

To the left of the message board is a navigation panel with a number of headings. Depending on the time of year and what other activities are available, this menu may include additional options that are not visible on the screenshot below.

- Access **Precode Student Eligibility** under Pretest Edit.
- Access **Sent Precode** under File Transfer.

Note: the ACCESS/Alternate ACCESS for ELLs precode file is sent one time during the school year and eligibility for these assessments does not appear in Precode Student Eligibility. Refer to the Sent Precode section of this user guide for information on accessing the list of students that are sent to DRC.
Precode Student Eligibility

If students are not loaded to Pearson’s system, use Precode Student Eligibility to investigate why. Select **Precode Student Eligibility** from the left menu on My Dashboard.

If the student has been enrolled in your district during the fiscal year, you can access the student’s eligibility information by entering their MARSS/SSID number and selecting **Search**. The MARSS/SSID number is a required field.

![Precode Student Eligibility Check and Edit](image)
The rest of the student’s demographic information will be pre-populated on the next screen.

If the student is not enrolled in your district (or there is an error on the MARSS record), the demographic information will not appear automatically.

- For students not enrolled in your district, you will need to provide their first and last name, date of birth, and gender and then click Search.
- If the student should be enrolled in your district, contact your MARSS Coordinator to resolve any errors and resubmit MARSS data.
After searching for a student, test eligibility results will be displayed in the Precode Eligibility table at the bottom of the screen. Select Clear All if you want to return the initial screen to search eligibility information for another student.

The Precode Eligibility table includes the following information:

- **School**: School number the precode record is being sent for; it may not be a school in your district
- **Grade**: Grade indicated on the student record being sent in precode
- **Test Name**: Specific test the student is eligible for
- **Subject**: Subject of the test the student is eligible for
- **Type**: Type of assessment the student is eligible for; all will display as census, which means all required students are expected to participate
- **Administration**: Group a specific test belongs to
- **Send**: Indicator of whether the test eligibility record will be sent in precode; an indicator of “N” means the record will not be sent. Note: The send indicator applies only to the high school science assessment and this indicator can be adjusted during Pretest Editing
- **Status**: Indicator of whether the test eligibility record has been sent (Delivered) or not sent (Not Delivered) to Pearson.
Since the precode files sent to Pearson contain both enrollment and eligibility information, changes in either of these components will affect how students are sent in precode. The next two sections provide further information on how to determine what records have been sent in precode.

**Enrollment Messages**

When you search for a student, you will see a message about the status of the student in terms of enrollment and whether they are included in the precode files. Note that these messages are specific to enrollment; the status of the eligibility record may also affect what information is being sent to Pearson.

Below are precode messages you may receive:

- **This precode record and the resulting eligibility is confirmed. This precode enrollment record has been sent to Pearson.**
  - This indicates that the precode enrollment record has already been sent to Pearson. For test eligibility information, refer to the Status column in the table below for further information on what eligibilities have been sent. See *Eligibility Statuses* below for more information.

- **This precode record and the resulting eligibility is confirmed. This precode enrollment record has NOT yet been sent and will be sent in the next precode file to Pearson.**
  - This indicates that the precode enrollment record will be sent to Pearson in the next precode file. This message can appear if a new student is submitted in MARSS, if a student is added in Precode Student Eligibility, or if there is a change to a student’s information (e.g., grade, school).

- **It appears this student is no longer enrolled in this district based on the MARSS Status End Date.**
  - This student is not in precode because it appears this student is no longer enrolled.
  - Verify the student’s enrollment with your MARSS Coordinator. The student can be manually added to precode if needed; see further information in *Manual Changes to Precode Records* later in this user guide.

- **A different enrollment record from another district is being used for this student.**
  - This student is not in the precode because the student is dual enrolled and appears on another district’s precode. Student records can only be sent in precode for one school.
  - If you will be testing this student, you can add the student to your district (see instructions in *Manual Changes to Precode Records* later in this user guide).

- **A different enrollment record in a lower grade is being used for this student.**
  - This student is not in the precode because the student is dual enrolled at a lower grade and appears on another school or district’s precode.
  - Student records can only be sent in precode for one school, and the school with the lowest enrolled grade will be assigned precode for the student.
If you will be testing this student, you can change the grade (see instructions and cautions in Manual Changes to Precode Records later in this user guide).

- A different precode record manually added by another district is being used for this student.
  - Another district made a manual change in Precode Student Eligibility in Test WES.
  - If you are testing the student, you can change the record as needed and manually add the student (see instructions in Manual Changes to Precode Records later in this user guide).

In addition to the precode messages above, there may also be Student Identity Validation messages that relate to an issue that needs to be resolved in the Student Identity Validation Interface. This will require resolution by the person or persons authorized to make edits in the Student Identity Validation Interface (generally the MARSS Coordinator). If there is not an issue with the student identity validations, you will receive the following message: “Successful Validation of SSID.”

**Eligibility Statuses**

The “Status” column indicates whether a specific test eligibility has been sent. Until precode files begin to be sent, the Status will display as "Not Delivered."

<table>
<thead>
<tr>
<th>School</th>
<th>Grade</th>
<th>Test Name</th>
<th>Subject</th>
<th>Type</th>
<th>Administration</th>
<th>Send</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>5555-09-101</td>
<td>65</td>
<td>MCA-III</td>
<td>M</td>
<td>Census</td>
<td>MCA</td>
<td>Y</td>
<td>Not Delivered</td>
</tr>
<tr>
<td>2013-09-101</td>
<td>65</td>
<td>MCA-III</td>
<td>R</td>
<td>Census</td>
<td>MCA</td>
<td>Y</td>
<td>Not Delivered</td>
</tr>
<tr>
<td>5000-09-101</td>
<td>65</td>
<td>MCA-III</td>
<td>S</td>
<td>Census</td>
<td>MCA</td>
<td>Y</td>
<td>Not Delivered</td>
</tr>
</tbody>
</table>

- In the fall, only enrollment information is sent in precode. Therefore, while eligibility for MCA will appear in this table in the fall, it will not be delivered until precode begins to be sent in January.

- For Science MCA, if the Send Indicator is set to N (in the “Send” column), the status will always show “Not Delivered” unless the Send Indicator is changed in Pretest Editing. Refer to the Pretest Editing User Guide for more information.

- If a new student is submitted in MARSS, if a student is added in Precode Student Eligibility, or if there is a change to a student’s information (e.g., grade, school), the status will display as “Not Delivered” until the next precode file is sent.
Remember: The ACCESS/Alternate ACCESS precode file is sent one time during the school year and eligibility for these assessments does not appear in Precode Student Eligibility. Refer to the Sent Precode for a list of students that are sent to DRC in December.

**Enrollment Codes**

Enrollment codes indicate how a student will be included for testing and how the results are used. An enrollment code of Regular Enrollment is the default for students who are enrolled in your district. An enrollment code will need to be selected for any student who is not enrolled in your district and that you are adding for precode.

Note: Nonpublic schools will not have an enrollment code drop-down menu. All students added in nonpublic schools are automatically assigned a nonpublic enrollment code in precode.

**Regular Enrollment:** Use this code for a student with a regular enrollment in a public school. This record will be used to generate precode records for MCA/MTAS.

**Homeschool Student:** Use this code for a home-schooled student (or any nonpublic school student) who will be taking an assessment in your district. This record will be used to generate precode records for MCA/MTAS.
Manual Changes to Precode Records

For a selected student, you can manually add the student, change the school where the student will be testing, and/or change the student’s grade.

In general, Precode Student Eligibility should not be used in place of a MARSS submission to add students for testing. This is because if a student record is manually added or changed in Test WES, then that student information will be used instead of MARSS. Any additional updates in MARSS, like a change in grade or school, will no longer be automatically sent in precode for that student.

However, there may be cases where a record needs to be manually added or changed (e.g., when MARSS will not be submitted before testing or a student needs to test the next day, to add a home-schooled student). Ensure any student information manually added or changed matches MARSS and consider manual changes more of a workaround for adding students for testing.

Any records you manually add or change in Test WES affect only how a student is sent in precode for testing. It does not edit or change district MARSS data.

When viewing a student’s eligibility for testing, do not select the Add button unless you have made changes to the student record. Selecting the Add button will add a manual record, even though you have not changed any information. This manual record will override subsequent MARSS updates.

Any time you add a manual record, you will be asked to confirm the change since the manual record will override all other records. Select OK to add the record.
Add Student to Precode

Students who are not enrolled in your district (i.e., home-schooled students) can be added to the precode if they have a valid MARSS/SSID number since they cannot be submitted in MARSS data. In addition, students can be manually added if they need to test before the next MARSS file will be submitted.

To add the student to the precode:

- Enter the MARSS/SSID number.
- Enter the required demographic information (first and last names, date of birth, and gender) and click Search.
- If there is successful validation, then enter the grade, school where the student will test, and the applicable enrollment code.
- Select Add. You will need to confirm you want to make this change.

Change School

Students can only be sent for precode at one school. If the student will be testing at a different school than what was sent for precode (i.e., the student is dual-enrolled in two different schools within your district), you can change the location to a school in your district.

To change the student’s school:

- Enter the MARSS/SSID number.
- Change the school.
- Select Save. You will need to confirm you want to make this change.

Change District

Students can only be sent for precode at one school and district. If the student is currently being sent for another district but will be testing in your district, you can add the student to your district.

To add the student to your district:

- Enter the MARSS/SSID number.
- Change the school, if needed.
- Select Add. You will need to confirm you want to make this change.

Change Grade

Grade can be changed to reflect the student’s current enrollment. If MARSS information is not updated or your district has the student enrolled in a grade other than what is sent for precode, the student’s grade can be
changed in Precode Student Eligibility to add the student quickly for testing. This is a temporary fix and caution must be exercised when changing grade. MARSS data will ultimately be used for final reporting and accountability, and if the tested grade does not match the enrolled grade in MARSS, the student will receive a wrong grade code instead of a score.

To change the student’s grade:

- Enter the MARSS number and any required demographic information to view the student record.
- Change the grade as applicable.
- Select Add to check the eligibility for assessments for the new grade. You will need to confirm you want to make this change.

**Reviewing Manual Changes to Precode Records**

When checking a student’s test eligibility, you can determine if MARSS information is being used or if a manual change has been submitted by looking at text bar under Enrollment Code. The information in this box will indicate “MARSS WES” and the date of the most recent MARSS submission that is being used or “MANUAL” and the date of the manual change.

- Example of MARSS information being used:
Example of a manual change:

Deleting Manual Adds or Changes to Precode Records

Users can delete manual adds or changes that have been entered for their district or school in Test WES. When a manual record is deleted, the most recent MARSS enrollment record will be reinstated, if one exists. Depending on the situation, this may mean that another district’s MARSS enrollment will be used for the student. Deleting the manual record will allow any updates submitted in MARSS to again be reflected in the student’s precode record so MDE recommends deleting manual records after MARSS is updated.

Manual records should only be deleted once a student is done testing so that the student’s ability to test is not affected.

You are not required to delete manual records after testing. For Posttest Editing, reporting, and accountability purposes, MDE goes back to the information submitted in MARSS. These manual records are ONLY used to load students to PearsonAccess Next for testing.

If the student was manually added to the precode files and is not submitted in MARSS (e.g., nonpublic or homeschooled students), deleting the manual record will remove the student from Test WES and the precode files. This option may need to be used, for example, if the student’s demographic information was entered incorrectly or if the student will no longer be testing in your district. In this case, the district must re-add the student with the correct student demographic information once the incorrect one is deleted.
To delete a manual add or change:

- Enter the MARSS number and any required demographic information to view the student record.
- Select Delete to remove the manual change. You will be asked to confirm the change.

When a manual change is deleted, it is reflected immediately in Precode Student Eligibility.

- If there is another MARSS enrollment record available, it will be immediately reinstated and the updated information will be sent in the next precode file.
- If the student had been manually added and is not submitted in MARSS, the student record will be immediately deleted from Test WES.
**Viewing Manual Adds or Changes**

A downloadable file is available that shows any manually added or changed records in your district for the current year. To access the file, select **Download File** on the first Precode Student Eligibility screen (where the MARSS/SSID number is entered).

The downloadable file can be used to help determine which manually added records can be deleted after MARSS is up to date. If the file is blank, it means that no records have been manually added or changed this year.

**Timeline for Updates to Student Records to be Included in Precode**

The timeline for updates to student records to be included in precode file depends on which service provider the data is being sent to and what the data is being used for.

**Pearson**

Precode files are sent to Pearson nightly each business day, Monday through Friday, from October through June. Changes made in Precode Student Eligibility in Test WES on Friday will be sent Friday night to Pearson for loading on Monday.

- For MCA and MTAS online testing and data entry, the following general timelines apply. These are “general” timelines as file submission issues at MDE or Pearson may prevent these timelines from being followed in all instances:
  - MARSS enrollment updates must be submitted at least two business days in advance. Once MARSS is submitted to MDE, that data is gathered overnight and is available the next business day in Test WES to make changes in Pretest Editing (i.e., test assignments or accommodations/linguistic supports) and Precode Student Eligibility (e.g., changing schools).
  - Any changes made in Pretest Editing or Precode Student Eligibility will be sent in the next precode file and will typically be reflected in PearsonAccess Next the following business day.
To address situations where a new student needs to test the next day, the District Assessment Coordinator can add the student manually using Precode Student Eligibility. Student information is pulled nightly and sent to Pearson the next business day. A full MARSS submission that includes this student can be made at a later date after the student tests. After MARSS has been submitted and the student has tested, the manually added record can be deleted (if desired) so that the record based on MARSS will be used for any other subjects.

For the initial shipment of MCA paper test materials and MTAS test materials, changes must be made in Precode Student Eligibility or Pretest Editing by Jan. 17. After this date, MARSS can continue to be submitted and changes can be made in Precode Student Eligibility or Pretest Editing as needed as precode files continue to be sent nightly. Though subsequent updates do not change the test materials that are sent automatically, student eligibility and enrollment information continues to be sent to Pearson so that students are set up correctly for testing or data entry.

WIDA and DRC

For ACCESS and Alternate ACCESS, MARSS data must be submitted by Dec. 17 in order to automatically include English learners in the precode file to WIDA and DRC. This file is only sent one time each school year. After the file is sent, students can be manually added in WIDA AMS as needed.

Sent Precode

Beginning in December for ACCESS/Alternate ACCESS and January for MCA/MTAS, use Sent Precode to download the most recent precode file and review the student records that have been sent to service providers. Precode files contain information submitted in MARSS, any manual changes made in Precode Student Eligibility, and edits made during Pretest Editing (when available).

Select Sent Precode under File Transfer from the navigation panel on My Dashboard.
These Sent Precode files are organized by test administration and then subject and can be downloaded in either an Excel or Text file. You can choose to download the precode files for all schools in the district or for a specific school. Click **Download Current Precode File** to access the precode file.

To view the schedule of dates precode files will be sent, select the **View Precode Schedule** link below the Download Current Precode button. This schedule includes the scheduled begin and end extract dates as well as indicating when the most recent extract was for your district. Starting on the Begin Extract Date in the Sent Precode Schedule, these precode files are downloadable. After the End Extract Date, the precode file will reflect the last precode data sent for that test administration.

For MCA and MTAS, there are set windows for when precode files are sent as indicated by the Precode Schedule. After the initial file is sent, precode files will be sent nightly until the end extract date.

For ACCESS and Alternate ACESS, these files are sent one time during the school year and include all EL-identified students in MARSS for grades K–12.