

Nonpublic School Participation in Minnesota Assessments

The option to participate in the Minnesota Assessments at a cost is open to nonpublic schools. This document outlines the basic steps necessary to participate in the English language proficiency accountability assessments—ACCESS for ELLs and Alternate ACCESS for ELLs—and the standards-based accountability assessments—Minnesota Comprehensive Assessments (MCAs) and Minnesota Test of Academic Skills (MTAS).

2020–21 Cost of Tests for Nonpublic and Home-Schooled Students

Test	Per Student Cost
ACCESS for ELLs	\$27.75 + processing fee ¹
Alternate ACCESS for ELLs	\$77.00 + processing fee ¹
MCA (reading, mathematics, or science)	\$6.36 per subject \$6.55 per subject for paper accommodated tests
MTAS (reading, mathematics, or science)	\$56.91

Any nonpublic school that administers statewide assessments must follow **all** of the policies, procedures, test security, and training requirements outlined in the [Procedures Manual](#) and other supporting resources before, during, and after testing (minnesota.pearsonaccessnext.com > Resources & Training > Policies and Procedures). This includes completing all required trainings and reviewing the weekly *Assessment Update* emails.

See the [District Resources page](#) (MDE webpage > Districts, Schools and Educators > Teaching and Learning > Statewide Testing > District Resources) for additional information and resources for DACs to use in preparing to administer statewide tests. The following documents may be especially helpful in getting started:

- The *Statewide Testing Systems Overview* provides a quick reference for new DACs on the systems used for statewide testing.
- The *Resource Overview for District Assessment Coordinators* provides a description of the various resources designed for DACs.

¹ Cost noted above is per student (includes test materials, scoring, and basic reporting services), plus an additional 3 percent processing fee (minimum \$25, maximum \$600). DRC is the contact for ordering and invoicing information.

Designating a District Assessment Coordinator

To designate a District Assessment Coordinator (DAC), the nonpublic school must contact the public school district in which the nonpublic school is located to update the DAC contact information in the Minnesota Department of Education Organization Reference Glossary ([MDE-ORG](#)), a searchable database of Minnesota’s educational organizations (MDE website > Data Center > Schools and Organizations (MDE-ORG)).

- MDE recommends that the nonpublic school email the public district’s Site Verification Coordinator (SVC) to request updates to the DAC contact; the email itself should be sent from the Identified Official with Authority (IOwA) or head of the nonpublic school. Use the Contact View feature of the MDE-ORG system to look up the SVC.
- The public district’s SVC will update the DAC in the [District and School Site Verification system](#) (MDE website > Districts, Schools and Educators > Business and Finance > Data Submissions > District and School Site Verification).
- Once added to MDE-ORG, the DAC in the nonpublic school will start receiving the weekly *Assessment Update* emails and will receive a login for PearsonAccess Next within two business days.

Getting Access to MDE Systems

Similar to public school districts and charter schools, an important step is getting access to the applicable MDE secure systems. To participate, an Identified Official with Authority (IOwA) must be designated for your school in order to authorize staff access to the applicable MDE systems, which include Test WES, Assessment Secure Reports, and the Student Identity Validation Interface.

For DACs, the process for getting access to MDE systems must be done in addition to being designated as the DAC in MDE-ORG. Detailed information on obtaining access to MDE secure systems is available on the [Data Submissions page](#) (MDE website > Districts Schools and Educators > Business and Finance > Data Submissions).

After you create an account, the IOwA needs to authorize access for required systems.

- For Test WES, nonpublic school users need the “Nonpublic User Read Write” role and then select the appropriate nonpublic school.
- For Assessment Secure Reports, nonpublic school users need the “Nonpublic User” role.
- For the Student Identity Validation Interface, nonpublic school users need the “Maintainer” role in the district in which the nonpublic school is located since nonpublic schools are not independently listed. Note: Contact the IOwA of the public school for this authorization.

Participating in English Language Proficiency Accountability Assessments

Minnesota is a member of the WIDA Consortium. Nonpublic schools who want to administer the ACCESS or Alternate ACCESS will contract with Data Recognition Corporation (DRC) directly for test materials needed and test administration. DRC will bill the nonpublic school for the cost of the assessments administered.

WIDA is the service provider for ACCESS and Alternate ACCESS. WIDA has subcontracted with Data Recognition Corporation (DRC) to support administration of the assessments.

- Contact DRC at 855-787-9615 or WIDA@datarecognitioncorp.com.
- Contact WIDA at 866-276-7735 or help@wida.us.

In order to test, every nonpublic student must be manually added in WIDA AMS, which is DRC's website that districts use for test administration. Each student must have a unique state student ID (SSID) number. Some students may have a MARSS number (SSID number) from a previous enrollment; for other students, the SSID number will need to be created. The [Student Identity Validation Interface](#) is used to search for past MARSS numbers and create new ones (MDE website > Districts, Schools and Educators > Business and Finance > Data Submissions > Student ID Validations).

Districts are required to follow the policies, procedures, test security, and training requirements outlined in the [Procedures Manual](#) (minnesota.pearsonaccessnext.com > Resources & Training > Policies and Procedures). For ACCESS and Alternate ACCESS administration, districts will use a variety of additional resources, including the *Test Administrator Manual*, *District and School Test Coordinator Manual*, *Accessibility and Accommodations Supplement*, and WIDA AMS resources, which are available under the Key Resources heading in each ACCESS for ELLs Training Course in the [WIDA Secure Portal](#) (wida.wisc.edu > [Log In] > WIDA Secure Portal).

Participating in Standards-Based Accountability Assessments

Pearson is the service provider for the standards-based accountability assessments: Reading, Mathematics, and Science Minnesota Comprehensive Assessments (MCAs) and Minnesota Test of Academic Skills (MTAS).

Entering Students for MCA and MTAS

Every nonpublic student must have a unique state student ID (SSID) number to participate in MCA/MTAS; if they are also participating in ACCESS/Alternate ACCESS, the same number is used. Some students may have a MARSS number (SSID number) from a previous enrollment; for other students, the SSID number will need to be created. The [Student Identity Validation Interface](#) is used to search for past MARSS numbers and create new ones (MDE website > Districts, Schools and Educators > Business and Finance > Data Submissions > Student ID Validations).

Once every student has a MARSS or SSID number, each student must be added manually in Precode Student Eligibility in Test WES. View the [Test WES Precode User Guide](#), which is updated each fall (MDE website > Districts, Schools and Educators > Business and Finance > Data Submissions > Test WES).

- Students must be manually added each year they will participate in statewide testing in your school.
- Students can only be added during the school year in which they will be testing. If students will be testing in school year 2020–21, they can be added when Pretest Editing opens in December of 2020.
- When manually adding students, there will be a warning: “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 MDE, disregard this message. Select “OK” to add the student.

If there is an error in the student information entered (e.g., student name misspelled), the manually added record can be deleted and re-entered. The user guide provides step-by-step instructions for adding and deleting records. The change typically takes place in PearsonAccess Next on the following business day.

Test Materials for MCA and MTAS

Schools use Pretest Editing in Test WES to change test assignments (e.g., MCA to MTAS) or to add accommodations, if necessary, in order to receive the appropriate paper test materials. MTAS test materials and paper test materials for MCA are automatically sent based on the indications made from Nov. 30–Jan. 22. View the [Test WES Pretest Editing User Guide](#), which is updated each winter (MDE website > Districts, Schools and Educators > Business and Finance > Data Submissions > Test WES).

- By Jan. 22, confirm or change student test assignments and indicate student accommodations in Test WES. The information indicated in Test WES by this date will be used to generate the initial test materials order for paper test materials for MCA and MTAS test materials.
- Pretest Editing continues for MCA and MTAS until the day before the last day of the testing windows so that student eligibility information continues to be updated in Pearson’s systems. If accommodations are changed or entered after Jan. 22, test materials must be ordered through additional orders in PearsonAccess Next.

Posttest Editing

After testing is completed, DACs edit student assessment records (as needed) through Posttest Editing in Test WES. Posttest Editing in Test WES is available for the English language proficiency and standards-based accountability assessments. It is important to verify or correct student information on assessment records during Posttest Editing to ensure that final reports and data are based on accurate and complete information. See the [Test WES Posttest Editing User Guide](#), which is updated every spring, for additional information (MDE website > Districts, Schools and Educators > Business and Finance > Data Submissions > Test WES).

Results

For the standards-based accountability assessments, preliminary on-demand reports are available within 60 minutes after testing or data entry (for paper tests) is completed. For English language proficiency accountability assessments, early student-level results are available in Test WES in late May.

For all Minnesota assessments, final assessment results are available in late June in the District and School Student Results (DSR and SSR), which is available in the [Assessment Secure Reports](#). Paper copies of Individual Student Results (ISRs) are sent to schools in late August. Electronic copies of the ISRs are available in the service provider systems in late August as well. See the chapter on reporting in the *Procedures Manual*, posted on the [Policies and Procedures page](#) (minnesota.pearsonaccessnext.com > Resources & Training > Policies and Procedures), and the final section of the *DAC Resources Overview*, posted on the [District Resources page](#) (MDE website > Districts, Schools and Educators > Teaching and Learning > Statewide Testing > District Resources), for more information.