



## 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 standards-based accountability assessments, Minnesota Comprehensive Assessment (MCA) and Minnesota Test of Academic Skills (MTAS), and the English language proficiency accountability assessments, ACCESS for ELLs 2.0 and Alternate ACCESS for ELLs.

Any nonpublic school that administers statewide assessments must follow **all** of the policies, procedures, and test security requirements outlined in the [Procedures Manual](#) (PearsonAccess Next > Resources & Training > Policies and Procedures) and other supporting resources before, during, and after testing. Chapter 8 of the *Procedures Manual* provides information on the cost to test.

### Designating Staff and Granting Access

The first steps in the process involve designating staff and granting access to the systems used for statewide testing. If your organization participated in statewide testing last year, staff do not need to request access again; however, access must be reviewed by the school annually to add new users or to remove previous staff.

To participate, an Identified Official with Authority (IOWA) must be designated for your school in order to pre-authorize staff access to the applicable secure MDE system(s), which include the Student Identity Validation Interface and Test WES.

- Similar to public school districts and charter schools, your school’s board/council or head of the organization must designate the IOWA.
- Once an IOWA is designated, he or she must pre-authorize staff access to the applicable system(s).
- After staff have been pre-authorized, they must log in to each applicable system and request access within 30 days. They will select the type of role (if applicable) and the organization needed.
  - For the Student Identity Validation Interface, nonpublic school users must request access as a “Maintainer” in order to be able to assign SSIDs and request access in the district in which the nonpublic school is located because nonpublic schools are not independently listed.
  - For Test WES, nonpublic school users must request the “Nonpublic User Read Write” user role and then select the appropriate nonpublic school.
- Additional information about requesting and modifying access to MDE secure systems is available on the [Data Submissions page](#) (MDE > Districts, Schools and Educators > Data Submissions).

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 MDE-ORG, a searchable database of Minnesota’s educational organizations. Search [MDE-ORG](#) (MDE > Data Center > Schools

and Organizations (MDE-ORG)). Note: This is the one step in the process where the nonpublic school must work with the public school district, because nonpublic schools are not able to make changes to 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 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 > Districts, Schools and Educators > Data Submissions > District and School Site Verification).
- Once added to MDE-ORG, the DAC in the nonpublic school will be signed up to receive the weekly *Assessment Update* emails and will receive a login for PearsonAccess Next.
- The [New DAC Information on Accessing Systems and Resources](#) and [DAC Resources Checklist](#) (MDE > Districts, Schools and Educators > Statewide Testing) provide additional information for DACs.

## Entering Students for MCA and MTAS Testing

- In order to test, every nonpublic student must have a unique state student ID (SSID) number. Some students may have a Minnesota Automated Reporting Student System (MARSS) number (SSID number) from a previous enrollment; for other students, the SSID number will need to be created. The [Student Identity Validation Interface](#) (MDE > Districts, Schools and Educators > Data Submissions > Student ID Validations) is used to search for past MARSS numbers and create new ones.
- Once every student has a MARSS or SSID number, you must manually add each student individually in Precode Student Eligibility in Test WES. View the [Test WES Precode User Guide](#) (MDE > Districts, Schools and Educators > Data Submissions > Test WES), which is updated each fall.
  - 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 2017–18, they can be added as early as the opening of the Pretest Editing window 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.
- 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. It typically takes one business day for updated information to appear in PearsonAccess Next.

## Receiving Test Materials for MCA and MTAS

Pearson is the service provider for the 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 accommodated test materials for MCA are automatically sent based on the indications made from Dec. 11, 2017, to Jan. 19, 2018. View the [Test WES Pretest Editing User Guide](#) (MDE > Districts, Schools and Educators > Data Submissions > Test WES), which is updated each winter.

- By Jan. 19, 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 accommodated 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. 19, accommodated test materials must be ordered through additional orders in PearsonAccess Next.

## Participating in English Language Proficiency Assessments

Nonpublic schools who want to administer the ACCESS or Alternate ACCESS will contract with Data Recognition Corporation (DRC) directly. DRC will bill the nonpublic school for the cost of the assessments administered. Nonpublic schools can contact WIDA for questions about resources or training regarding the ACCESS or Alternate ACCESS.

- Contact DRC at 855-787-9615 or [WIDA@datarecognitioncorp.com](mailto:WIDA@datarecognitioncorp.com).
- Contact WIDA at 866-276-7735 or [help@wida.us](mailto:help@wida.us).