

New District Assessment Coordinator (DAC) Information for Accessing Systems and Resources

Get Designated at MDE as the DAC¹

You must be designated as the District Assessment Coordinator (DAC) on the MDE Organization Reference Glossary (MDE-ORG) on the MDE website. [View the MDE-ORG page for more information and a link to the database](#) (MDE > Welcome to MDE > Schools and Organizations (MDE-ORG)).

Contact information that is entered into MDE-ORG is sent to the testing service providers MDE works with for the different assessments; see *Get Login Information for Service Provider Systems* for additional information. In addition, once you are designated as the DAC, you will automatically begin to receive the weekly *Assessment Update* email. The *Assessment Update* is the way MDE provides relevant assessment information to districts, reminds districts about upcoming tasks and trainings, and clarifies policies and procedures.

Below is detailed information about updating contact information in MDE-ORG for the DAC, as well as other contacts within the district.

- In order to be designated as the DAC in MDE-ORG, your superintendent/director must notify the district's Site Verification Coordinator to update the DAC information through the MDE District and School Site Verification system. [View the District and School Site Verification page](#) (MDE > School Support > Data Submissions > District and School Site Verification).
- MDE-ORG allows the Site Verification Coordinator to enter multiple contacts for the District Assessment Coordinator, as well as enter School Assessment Coordinators and District Technology Coordinators.
 - School Assessment Coordinator (SAC) contact information is sent to ACT for the Career and College Assessments since ACT works directly with schools. District Technology Coordinators can be entered to allow MDE to communicate with technology staff as needed for online testing, including receiving the *weekly Assessment Update*.
 - If there are multiple DACs or SACs, alternate contacts can be designated in MDE-ORG. The primary contact should be designated as the "District Assessment Coordinator" and the other(s) added to MDE-ORG as the "Alternate District Assessment Coordinator." Similar designations can be made for SACs.
 - If a service provider can only take contact information for one District or School Assessment Coordinator, the primary contact will be sent over the alternates.
 - If no alternates are designated, the contact with the last name that comes first alphabetically will be provided to the service provider.
 - While MDE-ORG has the capability to hold more than one contact for each role, only staff performing those roles should be listed in MDE-ORG. As needed, additional staff can be created as users in the service provider systems and/or added to the *Assessment Update* distribution list (by emailing mde.testing@state.mn.us) and do not need to be added to MDE-ORG.

¹ District Assessment Coordinators in non-public schools should also refer to the *Non-Public School Participation in Minnesota Assessments* document on the Test Administration page of the MDE website for additional information. [View the Test Administration page](#) (MDE > School Support > Test Administration).

Get Access to MDE Systems

For testing, DACs will need access to a few MDE systems and the process for getting access is separate from the processes described above. Even though you may be designated as the DAC, you still need to request access separately for MDE systems. While districts may also designate school-level user roles for these systems for School Assessment Coordinators, typically District Assessment Coordinators will be the ones needing access to these systems.

- The first step for getting access to MDE systems is for the superintendent/director to submit the applicable authorization forms designating who should have access. Separate forms need to be sent in for **each** system unless otherwise noted.
- Once the authorization forms are received at MDE, you must log in to each system and “Request Application Access.” You will select the type of role (if applicable) and the organization (district or schools) to which you need access.
- Step-by-step instructions for creating an MDE account and requesting access to MDE secure systems are available on the Data Submissions page of the MDE website. [View the Data Submissions page](#) (MDE > School Support > Data Submissions).
- When requesting access, please allow up to seven business days for approval. For questions about access to the MDE secure systems, please contact mde.testwes@state.mn.us.

The systems you will need access to for testing are described in the table below.

System	Description	Links to System, Authorization Forms, and User Guides
Test WES	Use Test WES before, during, and after testing, to work with precode (the files sent to service providers with student test eligibility and demographic information), perform pretest and posttest edits on test records, and verify site readiness for online MCA testing.	View the Test WES Data Submissions page (MDE > School Support > Data Submissions > Test WES).
Assessment Secure Reports	Use the links available under Assessment Secure Reports to view and download a variety of student, school, district, and state test data. NOTE: Once DACs have access to Test WES, they are also automatically granted access to Assessment Secure Reports.	View the Assessment Secure Reports Data Submissions page (MDE > School Support > Data Submissions > Assessment Secure Reports).
Graduation Requirements Records (GRR)	Use this system to document how students have met graduation assessment requirements and to request reimbursement for eligible graduation assessments.	View the Graduation Requirements Records Data Submissions page (MDE > School Support > Data Submissions > Graduation Requirements (GRR)).

Get Login Information for Service Provider Systems

The next step is to ensure you have login information for service provider secure systems. Some login information is provided automatically once DACs or SACs are updated in MDE-ORG, but please refer to the chart below for information about getting access to all service provider secure systems. See *Find and Review Resources* below for links to each service provider's website. In addition, once you are identified as the contact, you will receive relevant communications directly from the service provider.

Service Provider ²	Assessments	Contact Type Sent	Updated from MDE-ORG?	Notes
Pearson	MCA, MTAS, OLPA, and GRAD Retests	All DACs and Alternate DACs	Yes	<ul style="list-style-type: none"> Receive login information within two business days once updated in MDE-ORG. Two logins will be received: PearsonAccess and Pearson Training Center
WIDA and MetriTech	ACCESS and Alternate ACCESS for ELLs	Primary DAC	No	<ul style="list-style-type: none"> Once designated in MDE-ORG, contact both WIDA and MetriTech for login information.
ACT	ACT Plus Writing	Primary SAC (if no SAC, Principal is sent) and Primary DAC	No	<ul style="list-style-type: none"> SAC receives login information automatically if designated by August 26, 2014. DACs receive communications only. After August 26, complete the State and District Testing Profile Change form in the Forms and Related Links box on the ACT Testing: Minnesota website.
ACT	Compass	Primary SAC (if no SAC, Principal is sent) and Primary DAC	Yes	<ul style="list-style-type: none"> SAC receives login information within one week once updated in MDE-ORG. DACs receive communications only.

² As part of the Career and College Assessments, districts administered the ACT Explore and ACT Plan in fall 2014. Because these assessments have already been administered, new DACs and SACs do not need to request login information for Explore and Plan.

Find and Review Resources

In addition to the weekly *Assessment Update* email, there are a number of manuals and training resources available to guide you through all of the assessment requirements and procedures. These resources provide the basis of information you will need for successful test administration. Please note that many of these resources are updated annually.

- The *Procedures Manual for the Minnesota Assessments* is the main source of information related to the Minnesota Assessments. It provides an overview of the assessments, roles and responsibilities for testing, and test administration practices, policies, and procedures. It also includes many of the forms you will use during testing. Districts should reference the current version of the *Procedures Manual* on PearsonAccess. [View the Procedures Manual on the Manuals tab of the PearsonAccess Resources page](#) (PearsonAccess > Resources > Manuals).
- Training Module I provides an overview of the Standards-Based Accountability Assessments (MCA and MTAS) and English Language Proficiency Assessments (ACCESS for ELLs and Alternate ACCESS for ELLs) and includes information about the subjects covered, grades tested, testing windows, and available accommodations. [View Training Module I on the MDE Training tab of PearsonAccess](#) (PearsonAccess > Resources > MDE Training).
- The *Assessment Manuals* provide detailed information about test administration for the OLPA, GRAD retests, and MCA/MTAS, including administering online tests and receiving and returning secure test materials. [View the Assessment Manuals on the Manuals tab of the PearsonAccess Resources page](#) (PearsonAccess > Resources > Manuals).
- Contact your Statewide Testing assessment contact. This person serves your area code by answering questions about statewide assessments via phone or email. [View the assessment contacts on the MDE website](#) (MDE > School Support > Test Administration).

In addition to the specific resources provided in this section, additional resources and contact information are available on each service provider's website:

- Pearson:
 - PearsonAccess is used to access resources and access secure systems for online testing and data entry and to access results. [View PearsonAccess](http://pearsonaccess.com/mn) (<http://pearsonaccess.com/mn>).
- WIDA and MetriTech:
 - The WIDA website is used to access secure page and resources. [View the WIDA website](#) (www.wida.us > Assessment).
 - The MetriTech website is used to order test materials and access online reports. [View the MetriTech website](#) (www.metritech.com > Client Area > WIDA ACCESS for ELLs).
- ACT:
 - ACT Testing: Minnesota website used to access resources for the Career and College Assessments. [View the ACT Testing: Minnesota website](#) (www.act.org/aap/minnesota).

Get Started

Chapter 4 of the *Procedures Manual for the Minnesota Assessments* provides information about roles and responsibilities. For the DAC, this chapter will provide information related to responsibilities before, during, and after testing. Use Chapter 4 as your guide for what you will be responsible for, including developing a security policy, training staff, receiving and returning test materials, and accessing and distributing test results.