

## Non-Public School Participation in Minnesota Assessments 2013–2014

The option to participate in the Minnesota Assessments at a cost is open to non-public schools. In order to test, every non-public student needs to have a unique state student ID (SSID) number, which is obtained through the Student Identity Validation Interface, or a MARSS number from a past enrollment in a Minnesota public school district. Once every student has a unique SSID number, non-public schools must manually add each student individually into Precode Student Eligibility in Test WES. Students must be manually added each year they will participate in testing. Once students are added, schools can change test assignments and/or indicate accommodations, if necessary, during Pretest Editing in order to receive appropriate test materials.

This document will outline the basic steps necessary to participate in the Minnesota Assessments. References to other documents with detailed information are provided below.

Any school that administers statewide assessments must follow **all** of the policies, procedures, and security requirements outlined in the *Procedures Manual for the Minnesota Assessments* and other manuals before, during, and after testing. The current edition of the *Procedures Manual* is available on the General Resources page of the Minnesota Assessments portal. [View the General Resources page.](#)

### Designating Staff and Granting Access

The first steps in the process involve designating staff and granting access to the systems used for assessments. If your organization participated in statewide assessments last year, staff do not need to request access again; however authorizations must be reviewed by the school annually to include additional staff or to remove staff who no longer need access.

To participate, at least one designated person in the organization must possess a secure user account with MDE. A separate representative who has legal authority to act on behalf of the organization must have authorized this person's access for the necessary MDE systems for administering assessments.

- Using email, send to [mde.studentidauth@state.mn.us](mailto:mde.studentidauth@state.mn.us) the contact information for the person(s) who will act as authorizer(s).
- Once MDE has received contact information for your authorizer(s), the following steps must be taken to set up users and contacts:
  - Student Identity Validation Interface:
    - The authorizer must complete the “Student Identification Validation User Agreement for Non-Public School Users” to grant access to the Student ID Validation Interface for the person(s) who will obtain unique student IDs. [View this form on the Student ID Validations Data Submissions page of the MDE website.](#) Non-public school users must request access as a Maintainer in order to be able to assign SSIDs, not just look up SSIDs in the system.

- Return the form (from the authorizer's email) to [mde.studentidauth@state.mn.us](mailto:mde.studentidauth@state.mn.us).
  - Once the form is returned, the person designated on the form will need to request access to the Student Identity Validation Interface. Non-public school users will need to request access in the district in which the non-public school is located, because the non-public schools are not individually listed.
- Test WES:
  - The authorizer must complete the "Test WES: Superintendent Authorization Form" to grant access for the person(s) who will manually add students, indicate the test administration mode, confirm or change the tests students will take and enter any accommodations. [View this form on the Test WES Data Submissions page of the MDE website.](#)
  - Return the form (from the authorizer's email) to [mde.testwes@state.mn.us](mailto:mde.testwes@state.mn.us).
  - Once the form is returned, the person designated on the form will need to request access to Test WES. Non-public school users must request school read-write access for their role and the select the appropriate non-public school.
- Additional information about requesting and modifying access to MDE secure systems is available on the Data Submissions page of the MDE website. [View the Data Submissions page.](#)
- To designate a District Assessment Coordinator (DAC), the non-public school must contact the public school district in which the non-public school is located to update the DAC contact information in MDE-ORG. Non-public schools do not have access to make contact changes in MDE-ORG.
  - MDE recommends that non-public school provides the request to the public district via email for DAC contact updates; the email should be sent from (or copy) the person authorizing non-public user access to MDE systems, usually the organization head.
  - The public district's Site Verification Coordinator will update the DAC contact through the MDE District and School Site Verification system. [View the District and School Site Verification page.](#)
  - Once added to MDE-ORG, the DAC in the non-public school will be signed up to receive the weekly *Assessment Update* newsletter emails. The DAC will also receive a login for AIR's systems, including the Test Information Distribution Engine (TIDE), which is used to order additional test materials and set up additional users to monitor online testing.
  - The *New District Assessment Coordinator and Information on Accessing Systems and Resources* document provides additional information on resources for DACs. [View this document on the Test Administration page of the MDE website.](#)

## Entering Students for Testing

- Search for a unique state student ID (SSID) number for each participating student through the Student Identify Validation Interface. Some students may have a MARSS number from a previous enrollment; for other students, the SSID number will need to be created. The Student Identity Validation Interface is used both to search for past MARSS numbers and to create new SSID numbers. [View the Student ID Validations page of the MDE website for further information.](#)
- Once every student has a MARSS or SSID number, schools will manually add each individual student in Precode Student Eligibility in Test WES. Students must be manually added each year they will participate in testing in your school. For students participating in Reading and Mathematics GRAD retests, students must be added each month they will retest. [View the user guide on the Test WES Data Submissions page.](#)
  - Please note: students can only be added during the school year in which they will be testing. For example, if students will be testing in school year 2013–2014, they cannot be added until Test WES rolls over for that school year (typically by September of each year).
  - 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 non-public 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 entered again. The user guide provides step-by-step instructions for deleting records. It typically takes one business day for updated information to appear in AIR’s systems.

## Receiving Test Materials and Loading Students for Online Testing

For Title I assessments, schools will use Pretest Editing to confirm the test administration mode for Reading and Mathematics MCA, to change test assignments, or to add accommodations, if necessary, in order to receive the appropriate test materials. Test materials are automatically sent based on the indications made by January 24. [View the Test WES Pretest Editing User Guide on the Test WES Data Submissions page.](#)

- The following tasks in Pretest Editing **must be completed by January 24, 2014**, which is when precode data is used to determine the initial test materials shipment that will be automatically sent based on the test assignments and accommodations indicated. “Precode” refers to the files sent to service providers with student test eligibility and demographic information. Refer to the Important Dates and chapter 8 of the *Procedures Manual* for additional information.
  - Confirm test administration mode (online or paper) for grades 3–8 and 10 Reading MCA and grades 3–8 and 11 Mathematics MCA. After this date, the test administration mode **cannot be changed to paper**.
  - Confirm or change student test assignment and indicate student accommodations for paper and online assessments. The information indicated in Test WES by this date will be used to generate the initial test materials order for regular and accommodated test materials.

- After this date, any test materials needed must be ordered through AIR's TIDE website. See the Important Dates in the *Procedures Manual* for the dates additional orders windows open by test.
- For online testing, Pretest Editing continues for online assessments until the day before the last day of the online testing window so that student eligibility information continues to be updated in AIR's systems. If accommodations are changed or entered after the date precode data is used for the initial test materials shipment, accommodated test materials must be ordered through AIR.
- Non-public schools administering online assessments also must complete the Site Readiness Verification and indicate their readiness in Test WES. Refer to the Pretest Editing user guide and chapter 8 of the *Procedures Manual* for additional information.

For Reading and Mathematics GRAD retests, precode files are only sent during specified times each month retests are offered. Refer to the Important Dates in the *Procedures Manual* for the dates precode files are sent each month. If the student is manually added in Precode Student Eligibility during the time precode files are being sent, the student will be included in precode for the next retest (e.g., if the student is added October 1, the student will be sent for October retests). For subsequent retests, the student will need to be added each month they will retest. Any accommodated test materials for Reading and Mathematics GRAD retests must be ordered by filling out the applicable forms available in the *Procedures Manual* and faxing them to AIR.

For Written Composition GRAD retests, regular and accommodated test materials are ordered in TIDE during the Additional Orders windows. Refer to the Important Dates in the *Procedures Manual for the Additional Orders windows*.

Non-public schools who want to administer the Title III English language proficiency assessments (ACCESS for ELLs or Alternate ACCESS for ELLs) should contact WIDA directly. WIDA and its subcontractor, MetriTech, are the service providers for the Title III assessments. Contact WIDA at [help@wida.us](mailto:help@wida.us) or 1-866-276-7735.