

Get Access¹

1. In order to designate you as the District Assessment Coordinator (DAC) or co-DAC, the superintendent/director must notify the district's Site Verification Coordinator to update the DAC contact information on the MDE Organization Reference Glossary (MDE-ORG). [View the MDE-ORG page for more information and a link to the database.](#) Contact information for a DAC is only updated on MDE-ORG through the MDE District and School Site Verification system. [View the District and School Site Verification page.](#) This will do three things:
 - a. Sign you up to receive the weekly *Assessment Update* emails. The *Assessment Update* is MDE's way to provide relevant assessment information to districts, remind districts about upcoming tasks and trainings, and clarify policies and procedures.
 - b. Provide you login information for the American Institutes for Research (AIR) secure systems. AIR is the service provider for the Title I assessments and GRAD retests. Access to AIR's secure systems, as well as resources, are available on the Minnesota Assessments portal (www.mnstateassessments.org). [Go to the Minnesota Assessments portal.](#)
 - c. Provide your information to World-Class Instructional Design and Assessment (WIDA) and MetriTech. WIDA and its subcontractor, MetriTech, are the service providers for the Title III assessments.
2. Once your name is entered into MDE-ORG, contact WIDA and MetriTech (allow approximately one week) to request login information for the WIDA (www.wida.us) and MetriTech (www.metritech.com) websites.
 - a. Access secure pages and resources through the ACCESS for ELLs and Alternate ACCESS for ELLs sections of the WIDA website. [View the WIDA website.](#)
 - b. Access the Client Area of MetriTech's website to order test materials and access online reports. [View the MetriTech website.](#)
3. Get access to MDE systems on the MDE website, including Test WES and Assessment Secure Reports (formerly MDE Secured Reports). The process for requesting and modifying access to MDE secure systems is available on the Data Submissions page of the MDE website. [View the Data Submissions page.](#) Superintendents/directors must submit authorization documentation for staff who need access to MDE systems. When requesting access, please allow from one to five business days for approval. For any questions about access to the MDE secure systems, please contact mde.testwes@state.mn.us.

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 about getting access to applicable systems. [View the Test Administration page.](#)

- a. Test WES: Districts perform a variety of activities in Test WES before, during and after statewide testing, including working with precode (the files sent to service providers with student test eligibility and demographic information) before testing, performing posttest edits on test records, and verifying site readiness for online testing. The superintendent authorization form and user guides are available on the Test WES Data Submissions page. [View the Test WES Data Submissions page.](#)
- b. Assessment Secure Reports (formerly MDE Secured Reports): Districts use the links available to view and download a variety of student, school, district, and state test data. The superintendent authorization form and user guides are available on the Assessment Secure Reports Data Submissions page. [View the Assessment Secure Reports Data Submissions page.](#)

Find and Review Resources

In addition to the weekly *Assessment Update* emails, there are a number of manuals and training resources available to guide you through all of the assessment requirements and procedures. These resources will provide the basis of information you will need for successful test administration. Please note: 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 for testing. [View the Procedures Manual on the General Resources page of the Minnesota Assessments portal.](#)
- Training Module I (Title I Assessments) and Training Module II (Administering the GRAD to Fulfill the Graduation Assessment Requirements) provide an overview of the assessments and include information about the subjects covered and grades tested, modes of administration, testing windows, and available accommodations. [View the training modules on the Minnesota Department of Education page of the Minnesota Assessments portal.](#)
- The *Assessment Manuals* are included in your test materials shipment and provide detailed information on test administration, including receiving materials, test administration, and returning materials. These manuals are also posted to the Resources page of the Minnesota Assessments portal each year. [View the Title I Assessment Manual.](#) [View the GRAD Retest Assessment Manual.](#)
- AIR provides training resources for their secure systems. AIR's secure systems include the Test Information Distribution Engine (TIDE), Online Testing System, Online Reporting System, and Learning Point Navigator. [View the American Institutes for Research training page of the Minnesota Assessments portal.](#)
- WIDA and MetriTech provide many resources for the preparation for and administration of the ACCESS for ELLs and Alternate ACCESS for ELLs, including online training for test administrators and an Interpretive Guide for Score Reports, through the ACCESS for ELLs and Alternate ACCESS for ELLs sections of the WIDA website. [View the WIDA website.](#)

- Contact your Statewide Testing assessment contact. This person serves your area code by answering questions about statewide assessments through phone or email. [View the assessment contacts on the MDE website.](#)

Get Started

Chapter 4 of the *Procedures Manual for the Minnesota Assessments* provides information about roles and responsibilities. For the DAC, this section will provide information on responsibilities before, during, and after testing. Use this section 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. You will also want to be familiar with the School Assessment Coordinator roles and responsibilities as well. The School Assessment Coordinator is the key link between the DAC and the Test Monitors, and in some districts, the DAC also fulfills the role of the School Assessment Coordinator.