

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

Get Designated at MDE as the DAC¹

As the District Assessment Coordinator (DAC), you are the main contact between MDE, our testing vendors, and your district or charter school.

You must be designated as the DAC for your district or charter school 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* below for additional information. In addition, once you are designated as the DAC, you will automatically begin to receive the weekly *Assessment Update* email, which 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/charter school 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). If the Site Verification Coordinator is not listed in MDE-ORG or is not correct, contact your superintendent/charter school director to designate a new Site Verification Coordinator.
- MDE-ORG allows the Site Verification Coordinator to enter multiple contacts for the District Assessment Coordinator, as well as enter District Technology Coordinators and School Assessment Coordinators.
 - If there are multiple DACs, 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."
 - If a service provider can only take contact information for one District 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.
 - District Technology Coordinators should be entered to allow MDE to communicate with technology staff as needed for online testing, including automatically receiving the weekly *Assessment Update*.
 - 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*

¹ District Assessment Coordinators in nonpublic 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).

distribution list (by emailing mde.testing@state.mn.us) and do not need to be added to MDE-ORG.

Get Access to MDE Systems

For testing, DACs will need access to a few MDE systems, and the process for getting access must be done in addition to the processes described above. Even though you may be designated as the DAC in MDE-ORG, you still need to request access separately for MDE systems.

- The first step in getting access to MDE systems is for the Identified Official with Authority for your district or charter school to pre-authorize your access to the applicable system(s). The Identified Official with Authority for your district or charter school is listed in MDE-ORG.
 - [View the External User Access Recertification System page for more information if an Identified Official with Authority has not been designated](#) (MDE > School Support > Data Submissions > External User Access Recertification).
- After you have been pre-authorized, you must log in to each of the applicable system(s) and request access within 30 days. You will select the type of role (if applicable) and the organization (district or schools) to which you need access.
 - For Test WES, District Assessment Coordinators need the “District User Read/Write” role.
 - For Assessment Secure Reports, District Assessment Coordinators need the “District User” role.
- 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 three to five 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 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.	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 some 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	Assessments	Contact Type Sent	Updated from MDE-ORG?	Notes
Pearson	MCA, MTAS, and OLPA	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 DRC	ACCESS and Alternate ACCESS for ELLs	Primary DAC only	No	<ul style="list-style-type: none"> Once designated in MDE-ORG, contact both WIDA and DRC for login information.

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).
- A number of training resources are provided to train you as the District Assessment Coordinator and for you to use with staff members. Many training resources will be available in the Training Management System on PearsonAccess beginning in September 2015. Important training resources include the Minnesota Assessments Test Security Training, the series of mini module trainings for new District Assessment Coordinators, the mini module trainings for your staff (Active Monitoring for Test Monitors and the Assurance of Test Security and Non-Disclosure), and the Online Test Monitor Certification Course.
- The *Assessment Manuals* provide detailed information about test administration for the OLPA 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: The WIDA website is used to access secure page and resources. [View the WIDA website](http://www.wida.us) (www.wida.us > Assessment).

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 procedure, training staff, receiving and returning test materials, and accessing and distributing test results.

Beginning September 2015, refer to the three mini modules for new District Assessment Coordinators. These short modules provide information on scheduling testing in your district, training staff, and developing district policies and procedures for test administration. These modules will be available in the Training Management System on PearsonAccess.