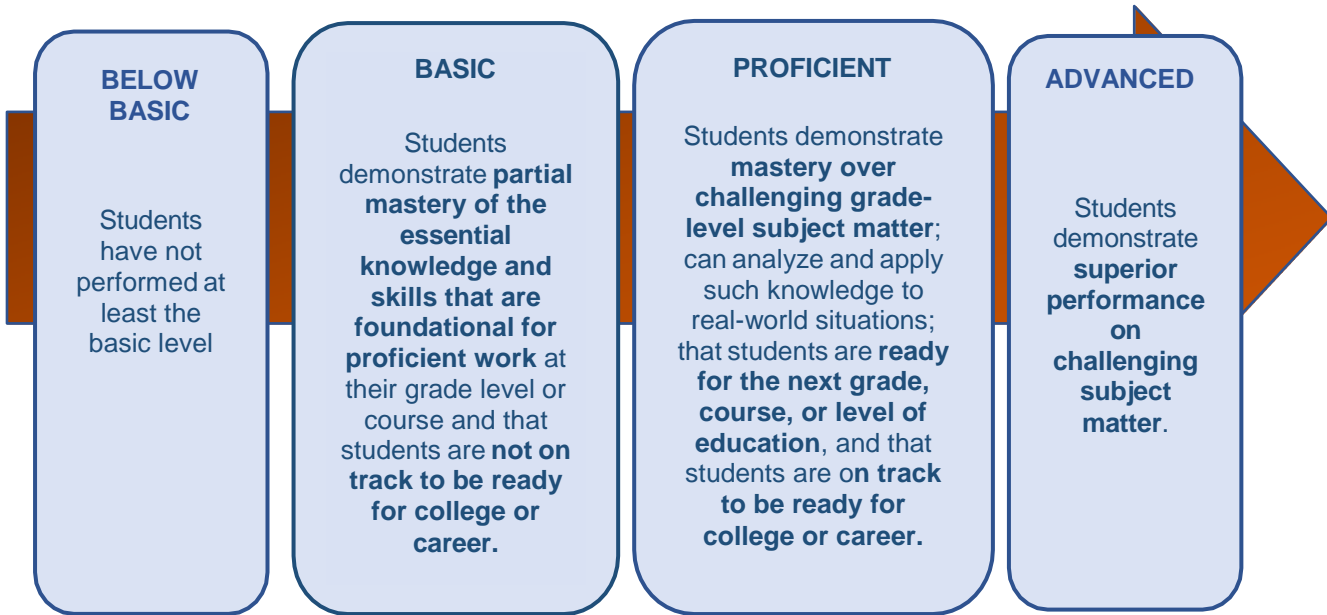# ASSESSMENT CORRECTION | ACCOUNTABILITY REPORTING

State summative assessment scores serve as a single measure of students' knowledge, skills, and abilities relative to the Oklahoma Academic Standards (OAS). Public reporting of student performance on summative state assessments communicate how well schools are supporting groups of students in being ready for the next course, grade, or performance level. These outcomes are reported at one of four performance levels:

BELOW BASIC	BASIC	PROFICIENT	ADVANCED
Students have not performed at least the basic level	Students demonstrate **partial mastery of the essential knowledge and skills that are foundational for proficient work** at their grade level or course and that students are **not on track to be ready for college or career.**	Students demonstrate **mastery over challenging grade-level subject matter**; can analyze and apply such knowledge to real-world situations; that students are **ready for the next grade, course, or level of education**, and that students are o**n track to be ready for college or career.**	Students demonstrate **superior performance on challenging subject matter**.

Data specific to statewide assessments in grades 3 - 8 and 11 will be reviewed during the Assessment Correction Window. Reviewing these data will later assist school leaders and other stakeholders in:

- asking questions to gauge how well curricular and instructional programs and interventions are working to support ALL students in making progress towards mastering grade-level standards;
- making connections with site-level data and data from other measures (e.g., previous year's attendance, students' participation within various learning environments [traditional, blended, distance or virtual], etc.); and
- identifying what is working and what may need to improve to plan next steps.

Data reviewed and verified through the **Assessment Correction Window** process will be used to calculate the percentage of students who participated in testing, as well as the Academic Achievement and Growth indicators of the Oklahoma School Report Cards. Because of this, districts are asked to review assessment related records for their students in grades 3 - 8 and 11 to ensure that **demographic information** and **NFAY/FAY statuses** are accurate and to request changes to **NoScoreCodes** as needed using the DVR process.

We strongly encourage you to engage with this review process, as this Assessment Correction Window serves as the only opportunity to review student-level assessment data for the Oklahoma School Report Cards.

Following this Assessment Correction Window, these school-level data will be used to calculate measures for the Oklahoma School Report card. A Calculation Verification Review (CVR) window will open after this window closes and all DVRs have been resolved. During the CVR window, schools will be able to review the calculations for related assessment indicators **but will not be able to request changes to data.**

Getting Started

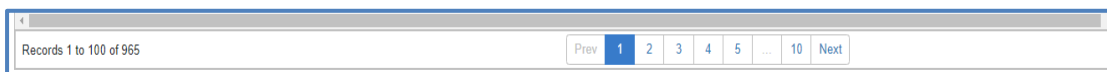Sign into your Single Sign-On account and choose Accountability Reporting.

From Accountability Reporting, click on **STUDENT DATA** and then choose **ASSESSMENTS.** If you are a district user, you will first need to choose a school.
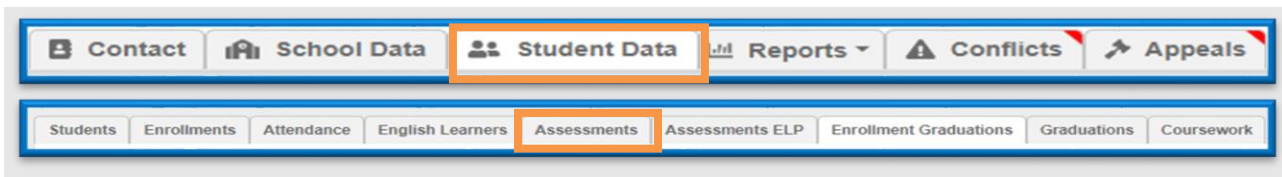
This will open a table that displays all student records related to spring assessments. In the **Year** drop down menu, make sure that **the current school year** is selected. The Assessment table on the Accountability Reporting application displays student-level data for all students who had an enrollment record at your site through the testing window for the current school year.
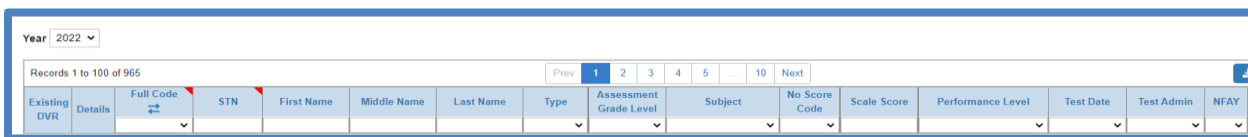
You may need to use the scroll bar at the bottom of the table to view all the columns.

Student records displayed in the Assessment table come from your local student information system (SIS) via the Wave. Because of this, we ask that you **make sure to update demographic information for the current school year in your local SIS before it stops sending data to the Wave, as needed.**

- ✓ Note: If your SIS has "rolled over" or "rolled up" to the upcoming school year, meaning that enrollment and demographic data from the most recent testing window are no longer able to be sent to the WAVE, check your demographic information using the **Student tab**. If any demographic information needs to be updated in your SIS, please roll your SIS back to the current school year so that you can submit corrected demographic data to the WAVE.

ASSESSMENT CORRECTION | ACCOUNTABILITY REPORTING

The Assessment Review process is comprised of two phases:

Students with a DNA (Did Not Attempt) code and Reviewing Non-DNA Assessment Records

Students with a DNA code

First, **filter** the **No Score Code** column to **DNA** (Did Not Attempt). Doing so will allow you to review records for students that Did Not Attempt and create a DVR when needed (e.g., student exited before the day of the scheduled subject test, student took a paper-pencil test, or student moved during the testing window).

Year	2022 ▾											
Records 1 to 26 of 26												
Existing DVR	Details	Full Code ⇄	STN	First Name	Middle Name	Last Name	Type	Assessment Grade Level	Subject	No Score Code	Scale Score	Performance Level
		▾	▾	▾	▾	▾	▾	▾	▾	DNA ▾	▾	▾

Scale Scores for students who have a No Score Code of DNA will show as either a -1 or in some cases as 0.

- A **Scale Score** of negative one (-1) indicates that we did not receive a score for the student or that the student logged on but did not do enough to receive a score (e.g., the student only answered one question).

- A **Scale Score** of zero (0) indicates that we did not receive a score and may be expecting a score (e.g., student was expected to take the US History test and will receive a score once standard setting has been completed).

While not comprehensive, common scenarios for DNAs are shown in the table below. Use this guidance when Creating and Submitting a DVR

Scenario	Sample Request and Supporting Documentation
Student withdrew during the testing window before they were scheduled to test	**Sample Request**: Student withdrew on ……. prior to the testing date as documented by our testing calendar **Suggested Supporting Documentation**: Testing calendar **and** withdrawal form signed by parent, notation in local SIS, records request from receiving school, etc. *Note: Please make sure to update the enrollment record in your local SIS*

ASSESSMENT CORRECTION | ACCOUNTABILITY REPORTING

Student has a duplicate test record	**Sample Request**: This student tested as indicated by the student's record with score for testing date … **Suggested Supporting Documentation: <u>no documentation</u>** needed if the student record is displayed in the table
Student has duplicate test record **and was not enrolled on test date**	**Sample Request:** The student tested in Reading but withdrew prior to the administration of the Math test. Please delete the "duplicate" DNA math record and keep the correct No Longer Enrolled (NLE) math record. **Suggested Supporting Documentation:** Testing calendar **and** withdrawal form signed by parent, notation in local SIS, records request from receiving school, etc.
Student's grade level changed after pre-code (before the testing window) and the student has a test record for another grade level	**Request Example**: This student changed grade levels from ___grade to ___grade on (date) and has a valid test score for grade ___ **Suggested Supporting Documentation**: notation in local SIS showing date when grade level was changed **Note:** Students enrolled in grade 12 may still be expected to test if they meet certain requirements. *Please refer to 70 O.S. § 1210.508, as all Oklahoma High school students are expected to test before being granted a diploma*
Student has an OAAP score	**Request Example:** Student has an OAAP score **Suggested Supporting Documentation**: No documentation needed
Student took a paper/pencil test	**Request Example:** Student took a paper/pencil test **Suggested Supporting Documentation**: Testing booklet number and date the student took the test
Student was approved for an emergency exemption	Please note, that approved emergency exemptions should have a **No Score Code of EE, if the No Score Code is still showing as DNA,** please provide the appeal ID number from the previously approved assessment exemption appeal.

ASSESSMENT CORRECTION | ACCOUNTABILITY REPORTING

Reviewing Non-DNA Assessment Records

Use the guiding questions provided here to support your review of records related to each column in the assessment table. [Create and submit DVRs](#) as needed.

STN/Student Name

Were all students enrolled at your school?

- **If no**, create a DVR for each student to provide documentation that supports where the student went after exiting your site (e.g., withdrawal form signed by parent).

- Do any of the students have a different STN in your SIS?

  o **If yes**, create a DVR and provide documentation of the other STN.

- Are there **STNs** with no names?

  o **If yes,** create a DVR and provide documentation that shows this student is enrolled at your site, or not enrolled at your site.

Type

Do all students who took the Alternative Assessment (OAAP) have an OAAP assessment record?

- **If no**, create a DVR and provide documentation that shows the student took the OAAP (e.g., student's scores).

Assessment Grade Level

Does the student's grade level match the enrolled grade in your SIS? For example, student was 3rd grade during precode but was promoted to 4th grade during the testing window. Student would still be expected to take the 3rd grade assessment.

- **If no**, create a DVR and provide documentation (e.g., student's scores to show which test they took).

- **Please note** that 11th grade CCRA for ELA, Math, Science and History will show as HS and you will not need to create a DVR for these records.

NFAY (Non-Full Academic Year)

Does the student's NFAY value match your records?

- **If no**, make sure the enrollment record and associated school calendar are correct in your local SIS. If you still cannot reconcile NFAY status, you may submit a DVR requesting further information.

ASSESSMENT CORRECTION | ACCOUNTABILITY REPORTING

Note: A student is considered **Full Academic Year (FAY)** if the student enrolled within the first twenty (20) instructional days and has not had an enrollment lapse of **ten (10) or more consecutive instructional days** prior to the start of the respective testing window (OSTP, ELP, OAAP, CCRA) . Students' FAY status is determined by enrollment, *not* attendance.

NFAY	Meaning
0	FAY. Student did not have gap of 10 or more consecutive instructional days
1	Student is NFAY at school level, but FAY for district and state
2	Student is NFAY for school and district, but FAY for state
3	Student is NFAY for school, district, and state
4	Student does not have valid enrollment at this school Note: An NFAY value of four (4) may indicate either an error in the enrollment records submitted to the WAVE or an incorrect STN number.

Test Date

Does a student have more than one test score for the same subject?

- If the later date was a breach form, create a DVR and provide documentation (e.g., notation from Cognia that a breach form was used).

Are all your Other Placement students identified?

- **If no**, you will not need to create a DVR. Please make sure that the basis of **If the later test score and date was not for a breach**, the earliest date will be used for reporting (e.g., two math scores with different testing dates) and **you do not need to create a DVR.**

Other Placement

Are all your Other Placement students identified?

- **If no**, you will not need to create a DVR. Please make sure that the basis of admission is correct in your local SIS and if it is not, please update. As a reminder, OHP students are counted at the State level of public reporting, *not* at school or district reporting.

Recently Arrived English Learner (RAEL)

Are all students who are in their first or second year of education in the US appropriately identified as RAEL = 1 or 2.

- **If no**, update the entry record in your local SIS based on the codes shown here.
  If the student is still not correctly showing 24 hours after updating your SIS,
  please create a DVR and provide appropriate documentation.

OKLAHOMA Education

ASSESSMENT CORRECTION | ACCOUNTABILITY REPORTING

Reminder: Student records displayed in the Assessment table come from your local student information system (SIS) via the Wave. Because of this, we ask that you **make sure to update demographic information for the current school year in your local SIS before it stops sending data to the Wave**, as needed.
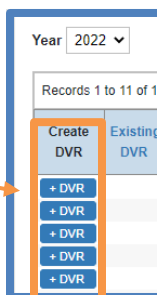
- Note: If your SIS has "rolled over" or "rolled up" to the upcoming school year, meaning that enrollment and demographic data from the most recent testing window are no longer able to be sent to the WAVE, check your demographic information using the Student tab. If any demographic information needs to be updated in your SIS, please roll your SIS back to the current school year so that you can submit corrected demographic data to the WAVE.

Creating and Submitting a Data Verification Request (DVR)

- During your review, you may encounter student records that will necessitate review by an OSDE staffer. You can prompt further review by creating a DVR, which can be done by following these steps:
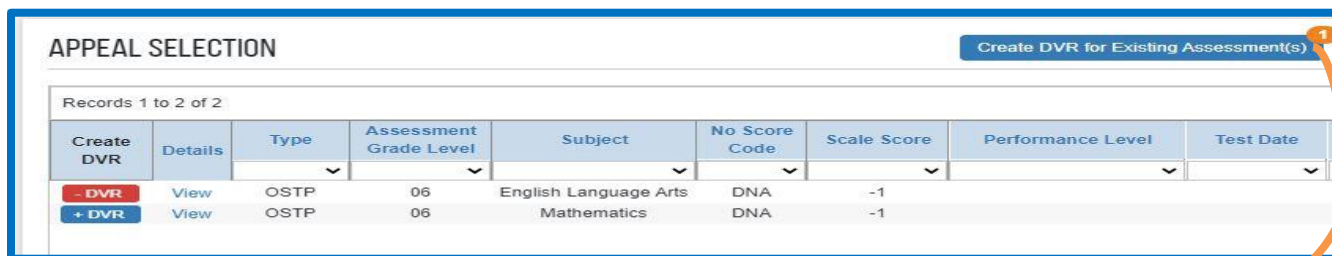
Single Student Record

- Check the **DVR** box beside the specific assessment record you wish to have reviewed by OSDE staff.

This will open the APPEAL SELECTION page and activate the **Create DVR for Existing Assessment(s)** button at the top right of the spreadsheet as shown below


Notice that an orange circle appears beside the **Create DVR for Existing Assessment(s)** button to show the number of assessment records you are including in the DVR being created for the individual student.

# ASSESSMENT CORRECTION | ACCOUNTABILITY REPORTING

The DVR screen below will open, and users will need to type an explanation of the request in the message box located on the **Messages** tab and click **send**. If needed, upload supporting documentation on the **Documents** tab. To finalize the DVR appeal, press the **Submit** button as shown below. Please note: a message must be typed and sent in the message box in order to successfully submit a complete DVR.
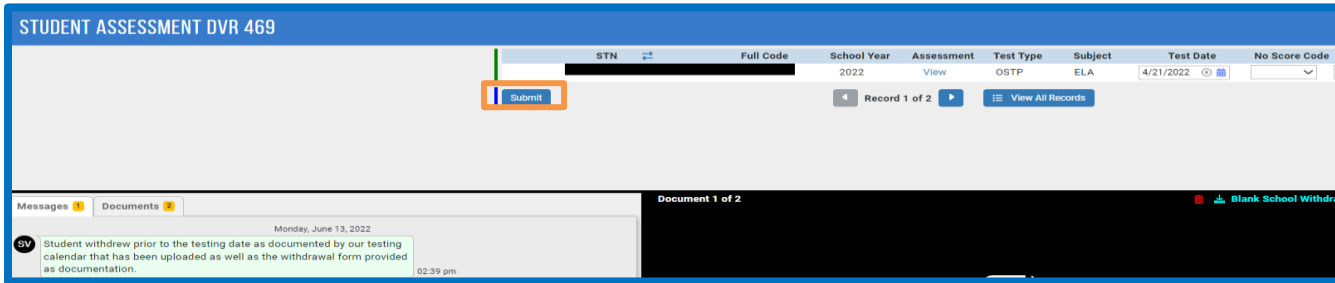
Once you have created a DVR by clicking **Submit**, a gavel will appear in the Assessment table to show that a DVR has been created.

DVRs are also visible in your **Appeals** tab allowing you to monitor progress and determine the resolution.
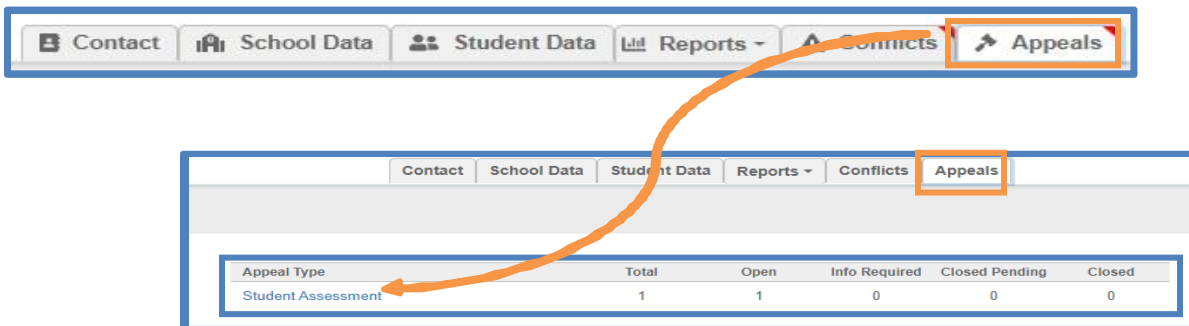
All DVRs are reviewed and researched by a member of the Accountability team. While reviewing, a member of the Accountability team may reach out with a **time-sensitive** request of additional information or documentation needed. If this occurs, you will receive an email alert that further information is required for the DVR appeal. Once fully reviewed, a resolution will be provided in the message box of each DVR appeal and the status of the DVR will be changed to closed.

If you have any questions, please reach out to the Office of Accountability at accountability@sde.ok.gov or call 405-522- 5169.