How to Review the Assessment Validations 2017-2018

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Section 1: Introduction

This document is intended as a brief outline to help districts and schools identify critical timelines for reviewing and validating the Assessment Validations (**English Language Arts Student Performance**, **Mathematics Student Performance**, and **Science Student Performance**) and to provide a general understanding of the calculations reported. Links for additional information are listed in the last section.

Section 2: Timelines

Report Validation, Preview and Public Release

Assessment validations are available within the [Achievement Data Insight](#) (ADI) application on the ODE [district secure website](#). Permissions must be granted by the [District Security Administrator](#) (DSA) for each validation individually.

➤ **RC Summary** tab (based on Report Card inclusion rules) and **Detail** tab (student level) can be previewed by districts from June 21 through **August 24, 2018**. (Validations will be refreshed for each of the following Thursdays based on the latest data from the Friday before: **June 28, July 12, July 19, July 26**, **August 9**, **August 16**, **August 23**.)

  ○ Public release of School and District Report Cards is **October 11, 2018**.

➤ **AGR Summary** tab (based on Assessment Group Reports inclusion rules) can be previewed by districts from **August 16** through **August 24, 2018**. (Validations will be refreshed for each of the following Thursdays based on the latest data from the Friday before: **August 23**, **August 30**.)

  ○ Public release of Assessment Group Reports is **September 13, 2018**.

Data Sources Open for Edits

➤ **ESEA Title III: English Learners** closed **May 25** but will be open for edits through **June 18, 2018 at 11:59 PM**. NO edits to this data will be allowed after June 18.

➤ **Student Centered Staging** for English language arts (ELA), mathematics, and science assessment data will be open for editing through **August 24, 2018 at 5 PM**.

➤ **Third Period Cumulative ADM collection** closed **May 25** but may be re-opened for edits by request through **August 24, 2018 at 11:59 PM**.

➤ Absolutely NO edits to this data will be allowed after August 24.

Section 3: Review and Validate Data Sources

Review each of the three data sources below for completeness, errors, and resolution of errors by doing a production download for each data source.

Student Centered Staging

Assessments for English language arts and mathematics 2017-2018 will be used for Report Card Details, along with English Language Proficiency Assessments (ELPA) 2017-2018 for first-year English Learners (ELs) who did not take an English language arts assessment.

Make sure SSIDs that have been merged or should be merged are done prior to July 1, 2018. This may make a difference on your participation and performance rates (see Section 6 below). (After July 1, SSID merges are not automatically applied in Student Centered Staging, but districts can edit the SSID as long as the demographics match the student record in SSID system.)

Third Period Cumulative ADM

This collection is used for the identification of the students accountable for participation and performance (also known as Spring Membership).

Spring Membership is an extract of students enrolled in grades KG through 12 in the resident school and district on the first school day in May, and student demographics associated with the student record are used for accountability reporting. (Exempted ADM student records are ESL (ADMProgTypCd = 02), Pregnant and Parenting (ADMProgTypCd = 03), case management (ADMProgTypCd = 05), and outcome without enrollment (ADMProgTypCd = 14).)

Be sure the demographics for race/ethnicity, district special education, special education, and economically disadvantaged are accurate. The EL and Migrant Ed flags are not used from this collection. The report cards will be using the EL collection for EL student group information and the OMSIS federal reporting table for Migrant student group information.

After completion of the Third Period Cumulative ADM collection submission, resolving all errors, and reviewing all audits during the review window, be sure to check the **Student Enrollment** validation (available June 7 through August 24). This validation includes Spring Membership and other demographic data based on the student's attending district and school.

ESEA Title III: English Learners (EL)

This collection is used to populate the EL flag (LEPFg) in the assessment records accessible in Student Centered Staging (see above). An accurate review of assessment validations requires the submission of this collection for the EL subgroup. The prior two years of EL collections will also be used to identify the students who exited in either prior two years and are being monitored.

There is no separate validation of this collection, but you may be contacted if your district has submitted a Third Period Cumulative ADM record with an ADM Program Type Code for ESL (ADMProgTypCd = 02), and there is no corresponding student identified in this EL collection.

Section 4: Definitions and How to Verify Calculations

Assessment Participation, Performance, and Growth

Step 1: Download Test Records.

1. Log in to the [Accountability Warehouse Extract](#) application on the secure district website and select the **Assessment Student Extract** tab. ([AWE File Format](#))
2. Make sure the "Participating" School Type is checked. Un-check the "Attending" and "Resident" School Types.
3. Check the Select box for the Subject(s) under the 2017-2018 school year.
4. Click on Record Resolution Attributes to expand the section.
   - Select 'Yes' next to **RC Participation District** for inclusion in <u>District</u> participation denominator.
   - Select 'Yes' next to **RC Participation School** for inclusion in <u>School</u> participation denominator.
   - Select 'Yes' next to **RC Performance District** for inclusion in <u>District</u> performance denominator.
   - Select 'Yes' next to **RC Performance School** for inclusion in <u>School</u> performance denominator.
5. Click the [Student Search] button to view the list of students, or click the [Request Extract] button to request a file to download. You will receive an email with a link that will allow you to download a secure file in CSV format.

Participation (and Non-Participation)

Definition: Valid tests taken divided by expected number of tests for students enrolled on first school day in May for each year.

Data Source: Student Centered (records not in error status), Third Period Cumulative ADM, EL Collection

Valid Tests defined as:
1. Completed or Partial test for Smarter Balanced (at least 5 CAT or 1 PT responses) or Extended Assessments
   a. Subject Code (SbjctCd) is in column AI in the AWE download
      i. SbjctCd **CE** = English Language Arts; **CM** = Mathematics
2. Current Administration Code (CalcAdmnCd) must NOT be:
   1 - absent/student refusal; 3 - modified-language; 5 - modified-disability; 7 - parent requested child as non-participant; X - parent opt-out (only if TstValidCd = V)
   a. **NOTE:** Code X - parent requested opt-out (per SB 2655) on a completed or partial test (TstValidCd = Y) will NOT exclude the record from Participation or Performance calculations.

Verify Participation Denominator - Conditions below must be true for ALL of the following:
   For SCHOOL

1. Student was enrolled in school on the first school day in May (ParticSchlInstID not blank)
2. Best Score (SSIDBestScoreFg = Y)
3. Valid or non-participating (virtual) test record (TstValidCd = Y or V)
4. Enrolled Grade required to test (EnrlGrdCd = 03, 04, 05, 06, 07, 08, or 11)
   a. **NOTE:** Enrolled Grade comes from SSID System at the time the test record was loaded or saved (for valid tests) or from the Spring Membership record (for virtual test records). After June 30, Enrolled Grade can be edited in Student Centered Staging.

5. <u>Not</u> Current Admin code for home schooled/foreign exchange/out-of-state, not enrolled during test window, or medical emergency (CalcAdmnCd ≠ 6, 8, or 9)
6. <u>Not</u> in District Special Education program (DistSpEdFg ≠ Y)

For DISTRICT

1. Student was enrolled in district on the first school day in May (ParticDistInstID not blank)
2. Use school participation denominator conditions 2 to 5 listed above
3. District Special Education flag can be Yes or No (DistSpEdFg = Y or N or blank)

Verify Participants (numerator) - Conditions below must be true for ALL of the following:
For SCHOOL

1. Student was enrolled in school on the first school day in May (ParticSchlInstID not blank)
2. Best Score (SSIDBestScoreFg = Y)
3. Valid test (TstValidCd = Y)
   Or virtual record for first-year EL when ELPA is taken in place of ELA (TstValidCd = V and LEPFg = B and SbjctCd = CE)
4. Enrolled Grade required to test (EnrlGrdCd = 03, 04, 05, 06, 07, 08, or 11)
5. <u>Not</u> Current Admin code for home schooled/foreign exchange/out-of-state, not enrolled during test window, or medical emergency (CalcAdmnCd ≠ 6, 8, or 9)
6. <u>Not</u> in District Special Education program (DistSpEdFg ≠ Y)

For DISTRICT

1. Student was enrolled in district on the first school day in May (ParticDistInstID not blank)
2. Use school participation denominator conditions 2 to 5 listed above
3. District Special Education flag can be Yes or No (DistSpEdFg = Y or N or blank)

Performance for RC Summary

Definition: Tests at achievement level (3 or 4 for ELA and Math) divided by the larger of (tests taken by **or** 95% of) students enrolled on first school day in May for a full academic year.

Data Source: Student Centered (records not in error status), Third Period Cumulative ADM, EL Collection

Valid Tests defined as:

1. Completed or Partial test for Smarter Balanced or Extended Assessments
   a. Subject Code (SbjctCd) is in column AI in the AWE download
      i. SbjctCd **CE** = English Language Arts; **CM** = Mathematics
2. Current Administration Code (CalcAdmnCd) must NOT be:
   1 - absent/student refusal; 3 - modified-language; 5 - modified-disability; 7 - parent requested child as non-participant; X - parent opt-out (only if TstValidCd = V)
   a. **NOTE:** Code X - parent requested opt-out (per SB 2655) on a completed or partial test (TstValidCd = Y) will NOT exclude the record from Participation or Performance calculations.

Verify Performance Denominator (# Tests) - Conditions below must be true for ALL of the following:

For SCHOOL

1. Student was enrolled in school on the first school day in May (ParticSchlInstID not blank)
2. Best Score (SSIDBestScoreFg = Y)
3. Valid Test (TstValidCd = Y)
4. Enrolled Grade required to test (EnrlGrdCd = 03, 04, 05, 06, 07, 08, or 11)
5. Not Current Admin code for home schooled/foreign exchange/out-of-state, not enrolled during test window, or medical emergency (CalcAdmnCd ≠ 6, 8, or 9)
6. Not a first-year EL student (LEPFg ≠ B or A)
7. Not in District Special Education program (DistSpEdFg ≠ Y)
8. Student enrolled for a full academic year in school (FullAcdmYrSchlFg = Y) as calculated (by ODE) in Third Period Cumulative ADM collection

For DISTRICT

1. Student was enrolled in district on the first school day in May (ParticDistInstID not blank)
2. Use school performance denominator conditions 2 to 6 listed above
3. District Special Education flag can be Yes or No (DistSpEdFg = Y or N or blank)
4. Student enrolled for a full academic year in district (FullAcdmYrDistFg = Y) as calculated (by ODE) in Third Period Cumulative ADM collection

Verify ESSA 100% Performance Denominator - Conditions below must be true for ALL of the following:

For SCHOOL

1. Student was enrolled in school on the first school day in May (ParticSchlInstID not blank)
2. Best Score (SSIDBestScoreFg = Y)
3. Valid or non-participating (virtual) test record (TstValidCd = Y or V)
4. Enrolled Grade required to test (EnrlGrdCd = 03, 04, 05, 06, 07, 08, or 11)
5. Not Current Admin code for home schooled/foreign exchange/out-of-state, not enrolled during test window, or medical emergency (CalcAdmnCd ≠ 6, 8, or 9)
6. Not a first-year EL student (LEPFg ≠ B or A)
7. Not in District Special Education program (DistSpEdFg ≠ Y)
8. Student enrolled for a full academic year in school (FullAcdmYrSchlFg = Y) as calculated (by ODE) in Third Period Cumulative ADM collection

For DISTRICT

1. Student was enrolled in district on the first school day in May (ParticDistInstID not blank)
2. Use school performance denominator conditions 2 to 6 listed above
3. District Special Education flag can be Yes or No (DistSpEdFg = Y or N or blank)
4. Student enrolled for a full academic year in district (FullAcdmYrDistFg = Y) as calculated (by ODE) in Third Period Cumulative ADM collection

Compute ESSA 95% Performance Denominator = (.945 * ESSA 100% Performance Denominator), rounded UP to the nearest integer.

Compute ESSA Applied Denominator = the larger of Performance Denominator and ESSA 95% Performance Denominator.

Verify Number Met (level 3/4 for ELA & Math) - Conditions below must be true for ALL of the following:

For SCHOOL

1. Student was enrolled in school on the first school day in May (ParticSchlInstID not blank)
2. Best Score (SSIDBestScoreFg = Y)
3. Valid Test (TstValidCd = Y)
4. Enrolled Grade required to test (EnrlGrdCd = 03, 04, 05, 06, 07, 08, or 11)
5. <u>Not</u> Current Admin code for home schooled/foreign exchange/out-of-state, not enrolled during test window, or medical emergency (CalcAdmnCd ≠ 6, 8, or 9)
6. <u>Not</u> a first-year EL student (LEPFg ≠ B or A)
7. <u>ELA/Math</u>: (PL5GScore = (3 or 4) and SrtTstTypCd ≠ X) or (PL5BScore = (3 or 4) and SrtTstTypCd = X)
   a. **NOTE:** Extended Assessments (indicated by SrtTstTypCd = X) use alternate standards, which are reflected in field PL5BScore.
8. <u>Not</u> in District Special Education program (DistSpEdFg ≠ Y)
9. Student enrolled for a full academic year in school (FullAcdmYrSchlFg = Y) as calculated (by ODE) in Third Period Cumulative ADM collection

For DISTRICT

1. Student was enrolled in district on the first school day in May (ParticDistInstID not blank)
2. Use school participation denominator conditions 2 to 7 listed above
3. District Special Education flag can be Yes or No (DistSpEdFg = Y or N or blank)
4. Student enrolled for a full academic year in district (FullAcdmYrDistFg = Y) as calculated (by ODE) in Third Period Cumulative ADM collection

Growth

Definition: Growth for each subject represents the typical or average student's ranking on the current year assessment (i.e., Smarter Balanced 2017-2018 tests), as compared to academic peers with similar scores on prior year assessments, and is expressed by a median growth percentile (i.e., a ranking from 1 to 99 where 99 is the highest). For example, a median growth percentile of 60 in English language arts would indicate that the typical or average student in the school or district exhibited growth in English language arts as high as or higher than 60 percent of academic peers.

Data Source: Student Centered (records not in error status), Third Period Cumulative ADM, EL Collection

Valid Tests defined as:

1. Completed or Partial test for Smarter Balanced (TstAtmptCd = Y or P)
   a. Subject Code (SbjctCd) is in column AI in the AWE download
      i. SbjctCd **CE** = English Language Arts; **CM** = Mathematics

2. Current Administration Code (CalcAdmnCd) must NOT be:
1 - absent/student refusal; 3 - modified-language; 5 - modified-disability; 7 - parent requested child as non-participant; X - parent opt-out (only if TstValidCd = V)
   a. **NOTE:** Code X - parent requested opt-out (per SB 2655) on a completed or partial test (TstValidCd = Y) will NOT exclude the record from Participation or Performance calculations.

Verify inclusion in the reporting of growth model on the Report Card - Conditions below must be true for all of the following:

For SCHOOL

1. Student was enrolled in school on the first school day in May (ParticSchlInstID not blank)
2. Best Score (SSIDBestScoreFg = Y)
3. Valid Test (TstValidCd = Y)
4. Enrolled Grade required to test (EnrlGrdCd = 03, 04, 05, 06, 07, or 08)
5. <u>Not</u> Current Admin code for home schooled/foreign exchange/out-of-state, not enrolled during test window, or medical emergency (CalcAdmnCd ≠ 6, 8, or 9)
6. <u>Not</u> a first-year EL student (LEPFg ≠ B or A)
7. <u>Not</u> in District Special Education program (DistSpEdFg ≠ Y)
8. Student enrolled for a full academic year in school (FullAcdmYrSchlFg = Y) as calculated (by ODE) in Third Period Cumulative ADM collection

For DISTRICT

1. Student was enrolled in district on the first school day in May (ParticDistInstID not blank)
2. Use school conditions 2 to 6 listed above
3. District Special Education flag can be Yes or No (DistSpEdFg = Y or N or blank)
4. Student enrolled for a full academic year in district (FullAcdmYrDistFg = Y) as calculated (by ODE) in Third Period Cumulative ADM collection

Additional inclusion rules for Growth:
- The growth model excludes students who take Extended Assessments, are missing the current achievement score, or have irregular grade sequences due to retention or acceleration.
- Students in grades four through eight must (a) have valid achievement scores from prior school years, (b) not be a first-year English Learner student in prior school years, and (c) be a resident in an Oregon school/district on the first school day in May for prior school years.
- The growth model only uses the highest score by subject for the given school year.
- The growth model credits the student's highest score to the school/district where he or she was enrolled on the first school day in May (even if the student earned the score in another school and district prior to or after May 1).

Section 5: When test record counts don't match

Next Steps

1. Start with the Participation Denominator count and match with the count of Third Period Cumulative ADM collection for students enrolled in the required test grades (Cumulative ADM EnrlGrdCd = 03, 04, 05, 06, 07, 08, and 11).
2. If the Participation Denominator matches the Third Period Cumulative ADM collection count but you do not see all the test records in Student Centered Staging, then the student(s) probably took their test(s) in another district, and your district is credited with the test taken. You can look for the student in the Test Lookup Report or the Accountability Warehouse Extract download to identify in which district the test was taken.
3. Make sure there are no test records in **error** in Student Centered Staging. (See below for additional steps to clean up Student Centered Staging records.)
   a. **NOTE:** Users must have district level access in order to edit test records in Student Centered Staging; users with school level access can view but not edit records.

To Correct Non-Participation (Virtual) Records

1. Make necessary edits to any test records that are in **error**. (This will eliminate the virtual test record the next time ODE processes records.)
   a. Log in to Student Centered Staging and from the **Error Management** menu, choose 'Review Errors';
   b. Click on the 'Show Errors' link associated with a particular file to see a list of errors by category for that particular file;
   c. Click the 'Show Detail' link associated with an Error Category to display a list of the individual error records for that error category;
   d. Click on the 'Fix!' link to open the error record and fix it;
   e. After making the necessary correction to the record, click on the [Save!] button at the bottom of the record to save the changes;
   f. Click on the [Return to List!] button at the bottom of the record to return to the error record listing. The 'Fix!' link should now say 'Fixed!';
   g. Click the [Validate!] button to submit the corrections to ODE;
   h. You will be notified by email when the processing is completed.
2. If the student was **NOT** enrolled on the first school day in May, edit the student record in the Third Period Cumulative ADM collection.
   a. Contact your Regional ESD Partner or the data owner (Amanda Hiaasen, 503-947-5674) if you need to have Third Period re-opened for editing;
   b. Log in to the Consolidated Collections application;
   c. Choose Third Period Cumulative ADM 17-18;
   d. From the Record Management menu, choose Record Maintenance;
   e. Type in the student's SSID in the search screen;
   f. Click the Edit checkmark and then edit the student record.
3. If the student was enrolled on the first school day in May but did not test for one of the reasons listed under "e" below:

a.   Log in to Student Centered Staging and from the Record Management menu, choose <u>Edit Posted Records</u>;
b.   Choose the Academic Year and Subject (e.g., 2017-2018 ELA);
c.   Type in the student's SSID in the search screen;
d.   Click the [Find!] button and then click the <u>Edit!</u> link;
e.   Change the Current Administrative Code as appropriate:
    i.   'Home schooled/Foreign exchange/Out of state' (CalcAdmnCd = 6)
    ii.   'Not enrolled during test window' (CalcAdmnCd = 8 -- *Extended and ELPA only*)
    iii. 'Medical Emergency' (CalcAdmnCd = 9)
f.   After making the necessary correction to the record, click on the [Save!] button at the bottom of the record to save the changes.

Notes about virtual records

If a first year English Learner (EL) student who took the ELPA (LEPFg is set to 'B') has a virtual test record in English language arts, **do nothing**. These records will be counted as participating for accountability reporting.

If a student has a virtual test record and a test record <u>with</u> a valid test score in the same subject with the same SSID, **do nothing**. These records will be resolved during the next weekend processing, and the non-participation test record will not be used in accountability reporting. The processing happens in Student Centered Staging on Saturday of the weekends when processing occurs, and updates will be available in the AWE download on Sunday.

If a student has a virtual test record and a test record <u>without</u> a valid test score in the same subject with the same SSID, be sure that Administration codes of 6, 8, or 9 are coded appropriately on the **virtual** test record. Only information on the virtual test record will be used in accountability reporting.

If a test record is assigned to the wrong school, a district level user can change the school ID(s) on the test record and save the record. If a test record is assigned to the wrong district, contact your Regional ESD Partner to have the record moved to the correct district.

Section 6: Achievement Data Insight (ADI) application

The Achievement Data Insight (ADI) application was developed in 2013 as a tool to replace the Report Card/Accountability Reports application. The ADI is used for validation of School and District Report Cards and data elements, as well as other accountability reports.

You must have a username and password (provided by your District Security Administrator) to log into this site and access this application. **Permissions must be granted for each validation separately within the ADI application.**

REMINDER: All summary data is **embargoed** until it is publicly released (**September 13** for Assessment Group Reports (AGR), **October 11** for Report Card (RC).)

Navigation

Instructions for navigating the ADI were included in the video training presentation on May 31, 2018 (see slides 3-33).

Description

The description box contains information about each of the tabs that are currently available.

Reporting Year: 2017-2018 ▼   Click here for instructions

RC Summary tab shows counts and percents that will be used for the Achievement and Growth Indicators and Participation details on the Rating Details Report. Detail tab includes all students reported as resident and enrolled in your district/school on the first school day in May.

To view data from previous years, use the Reporting Year drop-down box to select a different year. If you select 2014-2015, 2015-2016, or 2016-2017, you will see the 'AGR Summary' tab in addition to the other two tabs. The AGR Summary tab for 2017-2018 will be available beginning on **August 16, 2018**.

Download Data

Click on the Download Data button and select a file type for the downloadable file (CSV or Excel).

NOTE: Summary data is not suppressed. Both Summary and Detail data should be treated as secure student information.

Instructions

Click on the link at the top, or scroll down to the bottom of the screen to view the instructions.

Mathematics Instructions:

Data for the performance validations is based on 2017-2018 mathematics test results. District validation is open June 21 through **August 24, 2018**. Data will be refreshed June 28, July 12, July 19, July 26, August 9, August 16, August 23, and August 30 by 1pm, which will include changes to source data through the prior Friday at 5pm.

This preview is confidential with unsuppressed counts (RC and AGR Summary tabs) and student level data (Detail tab). Participation counts and rates include students resident at the school/district on the first school day in May. Report Card (RC) Performance counts and rates are based on those students who are also full academic year in the school or district, except first-year EL students who took the ELPA. Performance counts and percents in the Assessment Group Reports (AGR) Summary tab are based on all students included in participation regardless of full academic year status, except first-year EL students who took the ELPA. Student participation and performance data will be used on accountability reports.

If you have questions, contact your Regional ESD Partner.

How to Review the Assessment Validations 2017-18

Section 7: Documentation

Report Card Policy & Technical Manual will be available on the *Report Card Policy* page on the public website.

Cohort Policy and Technical Manual is available on the *Cohort Graduation Rate* page on the public website.

Cumulative ADM Manual is available on the *ADM Resources* page on the District website.

Assessment Inclusion Rules Manual is available on the *Assessment Results* page on the public website.

User Guides for Assessment Applications are available on the District website.

File Layouts, Instructions, and FAQ are available on the **Student Centered Staging Resources** page on the District website.