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Thursday, June 28, 2018

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## CONTACTS

### [Regional ESD Partners](#)

<http://www.oregon.gov/ode/educator-resources/assessment/Documents/esdpartners.pdf>

### [Who To Contact at ODE](#)

<http://www.oregon.gov/ode/educator-resources/assessment/Documents/aa-who-to-contact.pdf>

## IMPORTANT DATES

For the weeks and months ahead

*Find all the Assessment & Accountability dates for the current school year in the*

### [A&A CHECKLIST](#)

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## TEST ADMINISTRATION

### ELPA21

#### ELPA21 Braille Form Order Window Now Open

The English Language Proficiency Assessment for the 21st Century (ELPA21) is available in a paper/pencil Braille format. To order, District Test Coordinators should complete the [2018-19 Braille Order Form](#) and submit it by **October 2, 2018**. The same form is used to order both the ELPA21 Screener and the ELPA21 Summative.

If you have questions, please contact your [Regional ESD Partner](#).

## ACCOUNTABILITY & REPORTING

### ARAC Recruitment Announcement **REPEAT**

This is a reminder that the Oregon Department of Education (ODE) is seeking applicants to fill three vacancies on the Accountability Reporting Advisory Committee (ARAC). The ARAC is a committee defined in rule (i.e., [OAR 581-002-0090](#)) and provides guidance and recommendations to ODE concerning accountability policies, procedures, and methodologies as well as school and district appeals of accountability data that appear on the school and district report cards. For more information, please see the "ARAC Recruitment Announcement" article posted in the [June 14 A&A Update](#). If you have any questions or issues completing the online application, please contact Surbhi Singh at [surbhi.singh@state.or.us](mailto:surbhi.singh@state.or.us) or 503-947-5905.

### Class Roster Collection Closes on Monday, July 2

The [Class Roster Collection](#) will close at the end of the day on **Monday, July 2** and will remain closed until the Audit Review Window (July 12 at 1 PM - July 20). There will be no second round of audits for this collection, and the collection cannot be reopened for extensions before the Audit Review Window, so it is important to have your data submitted by the close of this collection. If you have any questions about the Class Roster Collection, please contact your [Regional ESD Partner](#) or Beth Blumenstein at [beth.blumenstein@state.or.us](mailto:beth.blumenstein@state.or.us) or 503-947-5767.

### Freshman On-Track Collection Closes on Monday, July 2

The [Freshman On-Track Collection](#) will close at the end of the day on **Monday, July 2**. No extensions will be granted, but the collection can be reopened for corrections by request once the Freshman On-Track

Validation opens. If you have any questions about the Freshman On-Track Collection, please contact your [Regional ESD Partner](#) or [Beth Blumenstein](#) at 503-947-5767.

The [Freshman On-Track Validation](#) will open on **Thursday, July 12** and close on **Friday, August 10**. Please log into the Achievement Data Insight (ADI) to view your validation during this time. If you have questions about the validation, please contact your [Regional ESD Partner](#) or Elyse Bean at [elyse.bean@state.or.us](mailto:elyse.bean@state.or.us) or 503-947-5831.

A recording of the training for both the collection and validation can be found on the [2017-2018 Video Training page](#).

## Annual Cumulative ADM Collection Window Closes July 9

The collection window for Annual Cumulative ADM closes **July 9**. More information about Annual Cumulative ADM and the web training from May 10 is on the [training website](#).

Annual Cumulative ADM will reopen on **Thursday, July 19 at 1:00 p.m.** for the audit review window. During the audit review window, the collection will be open to all to review audits and to make any needed corrections. If you have any questions, please contact your [Regional ESD Partner](#) or Amanda Hiaasen at [amanda.hiaasen@state.or.us](mailto:amanda.hiaasen@state.or.us) or 503-947-5674.

## Class Size Validation and Class Roster Audits training on July 5, 2018

A [training](#) on the 2017-2018 Class Roster Audits and the Class Size Validation will be held on **July 5 at 2 p.m.** There are a few changes to the audits this year and it is recommended that all Class Roster data submitters and Class Size reviewers attend. The first quarter of the training will be devoted to Class Roster audits and explain the rationale for a new audit being introduced this year as well as the expansion of an existing audit. The remainder of the training will explain everything you want to know about the Class Size validation. This training will be recorded and posted several days after the live date. For questions about the Class Size validation or the Class Roster Audits, please contact Robin Stalcup at [robin.stalcup@state.or.us](mailto:robin.stalcup@state.or.us) or 503-947-0849 or your [Regional ESD Partner](#).

## English Language Arts and Mathematics Partial

English Language Arts (ELA) and Mathematics partial test records (any test where the student completed at least one item, but never finished the test) will be available on **Friday, July 6** in the Student Centered Staging, Accountability Warehouse Extract (AWE) and Secure Assessment Reports (SAR) applications. If you do not have access to these applications, please contact your [district security administrator](#).

### Partials with no scores

- Test records where the student completed at least five computer-adaptive (CAT) items OR one performance task (PT) item, but not both, are valid tests with no scores, and performance level 1 for the total test and all claims.

### Partials with scores

- Test records where the student completed at least five CAT items AND one PT item have scores and performance levels for the total test, and if all CAT items were answered, scores and performance levels for the claims.

Be sure to resolve errors in Student Centered Staging before downloading or reviewing reports online so that the data is as accurate as possible. Please contact your [Regional ESD Partner](#) for more information or for assistance accessing these records.

## QUESTIONS AND ANSWERS

### Answers to Common Questions from the Field

**QUESTION:** I'm getting the following error in my Class Roster collection: ChkDigitInstrctUnitID Demographic Mismatch - Instructional Unit Identifier (ChkDigitInstrctUnitID) matches an Instructional Unit record but the demographics (DistInstID, SchlInstID, SchlSctnID, SchlCrsID, CrsCd, CrsBeginDtTxt) must also match. When I look at what doesn't match, the values appear identical, so I'm not sure what's wrong.

**ANSWER:** There have been many instances of this error occurring this year because a leading zero has been stripped from the Class Roster submission file. This often happens when the file has been opened in a spreadsheet software program like Excel before uploading to ODE. If you receive this message and are unsure of what is not matching, please contact Beth Blumenstein at [beth.blumenstein@state.or.us](mailto:beth.blumenstein@state.or.us) or 503-947-5767, and she can confirm which values do not match and why. If this error is being caused by stripped leading zeros, the best way to fix this is to format the cells that are being converted as text, add the leading zero back into these values, and save the file. Then, do not open the file back up before uploading it to ODE. If you have further questions about Class Roster errors, you may also reference the [Class Roster Errors Manual](#) found on the [Class Roster Resources page](#).

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**QUESTION:** How do I know if I received the new Class Roster Audit 42?

**ANSWER:** You will receive a specific email with Audit 42 in the header. If one of your district's accountable schools does not have records encompassing the first school day in May (May 1, 2018) within Class Roster, that school will be flagged as "missing" from the collection. During the week of July 12, these missing schools will be tabulated and reviewed. Parent districts may receive an email from Robin Stalcup alerting them that data from the missing school(s) have not been submitted. Some schools have already been identified as "missing" and their districts have been proactively in contact with the accountability data submission team at ODE (Beth Blumenstein, Amanda Hiaasen, and Robin Stalcup). If you do not receive an Audit 42 email the week of July 12, then your institutions did submit records that encompassed the first school day in May, or you were in contact with ODE prior to this audit to alert us to the missing school(s). If you have further questions about Audit 42 or other audits, you can contact Beth Blumenstein at [beth.blumenstein@state.or.us](mailto:beth.blumenstein@state.or.us) or 503-947-5767, Robin Stalcup at [robin.stalcup@state.or.us](mailto:robin.stalcup@state.or.us) or 503-947-0849, or your [Regional ESD Partner](#).