



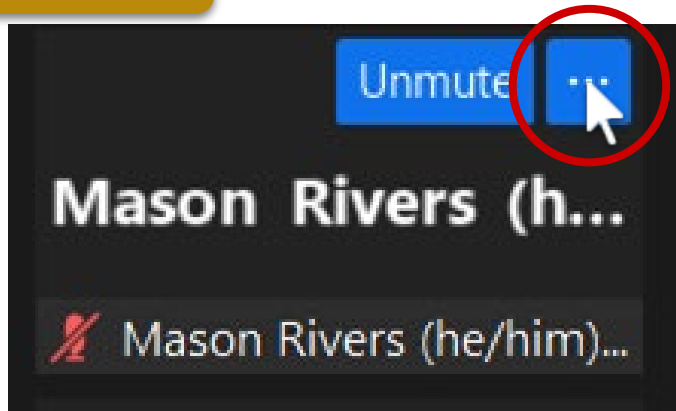
# DTC Learning Session

## Assessment Record Management in ARUA

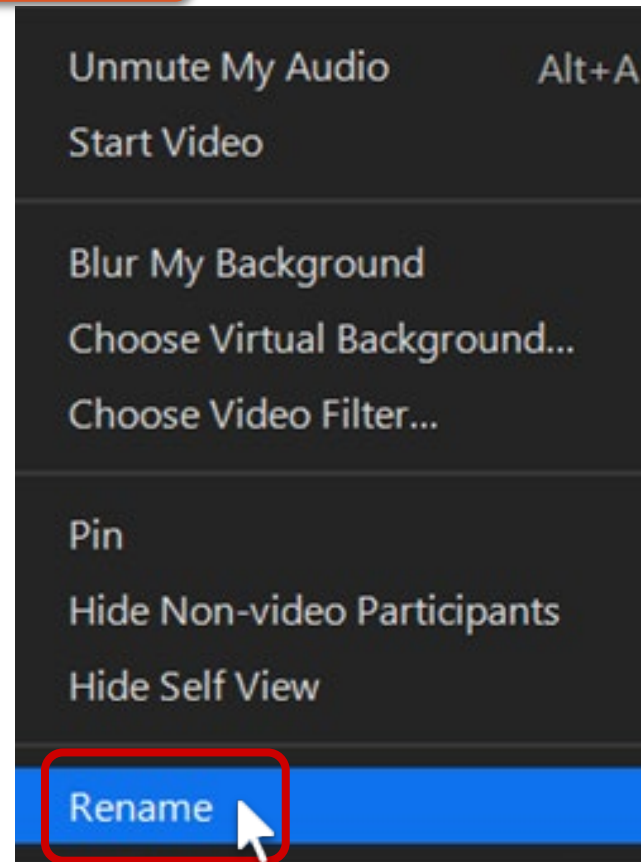
June 3, 2026

# Please rename yourself...

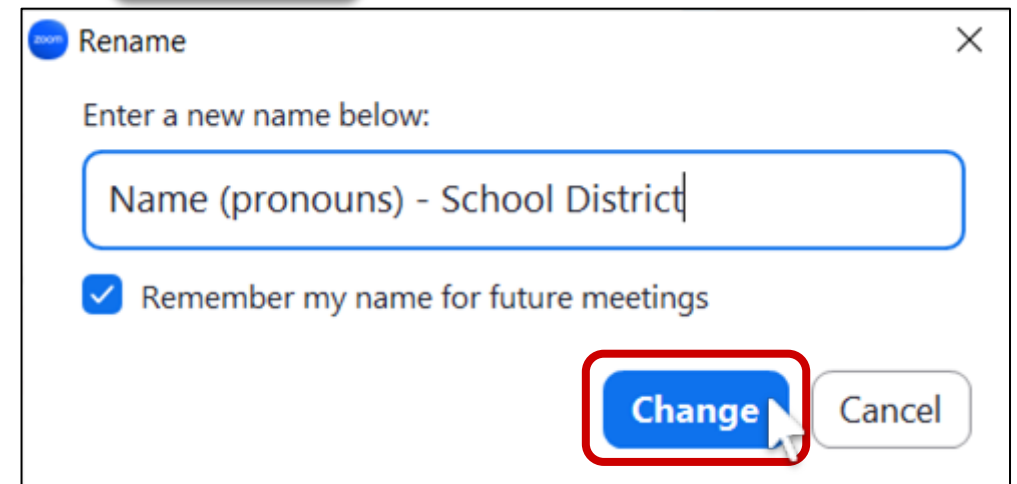
## Step 1



## Step 2



## Step 3



# Regional ESD Partners are your best contact for Assessment and Accountability support

## Assessment

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# Assessment Team Contacts

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[Tony Bertrand](#), English Language Arts and Social  
Sciences

[Sody Fearn](#), K-2 Balanced Assessment

[Audrey Lingley, Ed.D](#), SEED Survey

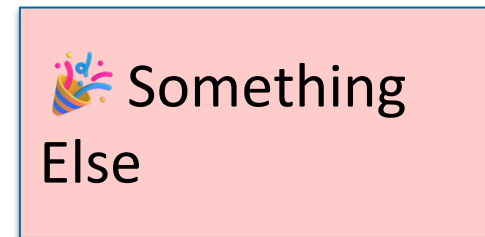
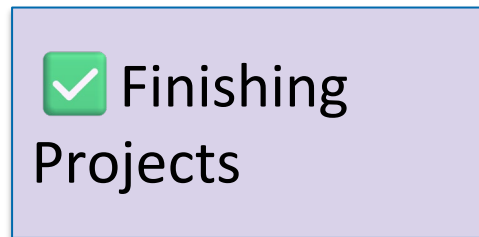
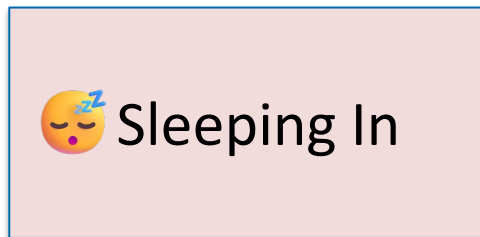
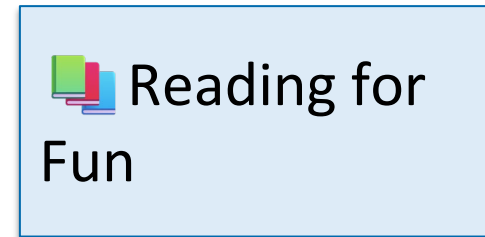
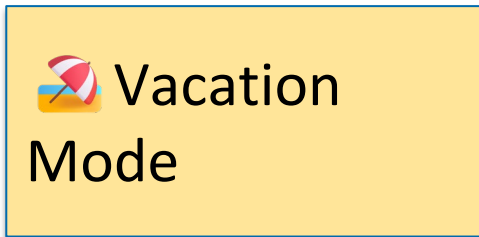
[Carla Martinez](#), Administrative Support

[Crys Plattner](#), Administrative Support

[Ben Wolcott](#), English Language Proficiency

# Welcome!

What are you most looking forward to this summer?



Drop the emoji that matches your answer in the chat!



# Managing Assessment Records in ARUA

# Managing Test Records


- All summative tests are managed in Assessment Record Updating Application (ARUA) on the [ODE District Data Site](#).
  - Don't have access? Your District Security Administrator (DSA) can provide you with access.
  - Look up who your DSA is here:  
<https://district.ode.state.or.us/apps/login/searchSA.aspx>

## Locate District Security Administrator

Institution ID

District Name

Enter your institution ID or your district name (not both). For district name, enter the name or any part of it. If you enter the name, enter only the district name (not the school name). Enter the information in only one of the areas provided.



# ODE Assessment Applications

## Assessment Record Updating Application (ARUA)

*(also known as the Assessment Transactional System)*

- The only ODE assessment application that allows edits
- Test record management (correcting errors, looking up test records)
- Entering administration codes (opt-outs, foreign exchange/homeschool, etc.)

### Secure Assessment Reports (SAR)

- “Official” pdf formatted reports: ISRs, Class Roster, Class Summary

### Achievement Data Insight (ADI)

- Assessment Report Validations
  - Student Performance: English Language Arts, Mathematics, Science Next Gen
  - On-Track to English language proficiency, SEEDS, ELP Standards

### Accountability Warehouse Extract (AWE)

- Download “Official” Assessment records in a spreadsheet/table format

**\*\*Overview in DTC Learning  
Session on June 9 @ 9:00 a.m.**

# Managing Summative Test Records

## Managing Test Records During the Summer

- [Summer Contact Form](#)
- Last batch of test records will load by July 10th
- Enter administration codes before the editing window closes on August 21st
  - Complete list of administration codes can be found in the [TAM](#) - Table 20

# Opt-Outs and Exemptions in ARUA

- Entering opt out and requests for exemption in TIDE
  - Must be entered before TIDE closes for the year on July 17th
  - Opt outs and requests for exemption entered in TIDE will automatically load on the virtual record in ARUA
- Entering opt out and requests for exemption in ARUA
  - Virtual records loaded on June 2nd
  - Test records can be edited until the edit window closes on August 21st

# Reporting of Statewide Assessment Results

## [AA Checklist](#) - page 51

### **Reporting of Statewide Assessment Results**

<b>Test Type / Subject</b>	<b>Preliminary Student Scores</b> available in Centralized Reporting System	<b>Records available on ODE District website</b> for Downloading & Editing (ARUA)	<b>Downloading &amp; Reporting</b> (Accountability Warehouse Extract) <b>Individual Student Reports &amp; Class Rosters</b> (Secure Assessment Reports)
<b>Science</b> - including Braille	February 3, 2026 Within one business day of test completion	February 5, 2026 Within two business days of test completion	February 6, 2026 Within three business days of test completion
<b>English Language Arts, Mathematics</b>	High School – March 17, 2026 Grades 3-8 – April 7, 2026 Within ten business days of test completion	High School – March 17, 2026 Grades 3-8 – April 7, 2026 Within one business day of posting in CRS	High School – March 17, 2026 Grades 3-8 – April 7, 2026 Within one business day of posting in the ARUA
<b>Oregon Extended Assessments</b> (English Language Arts, Mathematics, Science)	N/A	June 26, 2026	June 26, 2026
<b>ELPA (English Language Proficiency Assessment) Summative</b> – including Remote administration, <b>Alt ELPA</b>	March 16, 2026 April 7, 2026 May 11, 2026 June 1, 2026	March 17, 2026 April 7, 2026 May 12, 2026 June 2, 2026	March 17, 2026 April 7, 2026 May 12, 2026 June 2, 2026

# Virtual (Non-Participation) Test Records

- Virtual Records/Non-Participation Test Records
  - Loaded on June 2nd
  - A placeholder record for any student enrolled on the first school day in May without a valid test record
  - ODE refreshes the data weekly until the editing window closes on August 21st (except week after July 4)
  - If a student has both a virtual record and a valid test record, enter the administration code on the valid test record

# Test Record Load Schedule

- June 2 – Final ELPA batch (including Alt ELPA)
- June 26 – Extended assessments
- June 26 – Partial science test records
- July 10 – Partial ELA and math records

# Which test records can I edit in ARUA?

## Which test records can I edit in ARUA?

- The student must be a resident of your district.
- Changes to test records may only be entered at the school district level.
- The last day to edit 2025-26 test records in ARUA is August 21st.

# ODE Central Login Application – ARUA (1/6)

## Where do I enter assessment administration codes?

1. Log in to the ODE District Data Site: <https://district.ode.state.or.us/apps/login/>
2. Select the Consolidated Collections Application from the Applications list (if you do not have access, contact your [DSA](#) and request access to Consolidated Collections and Assessment Test Staging/ARUA)

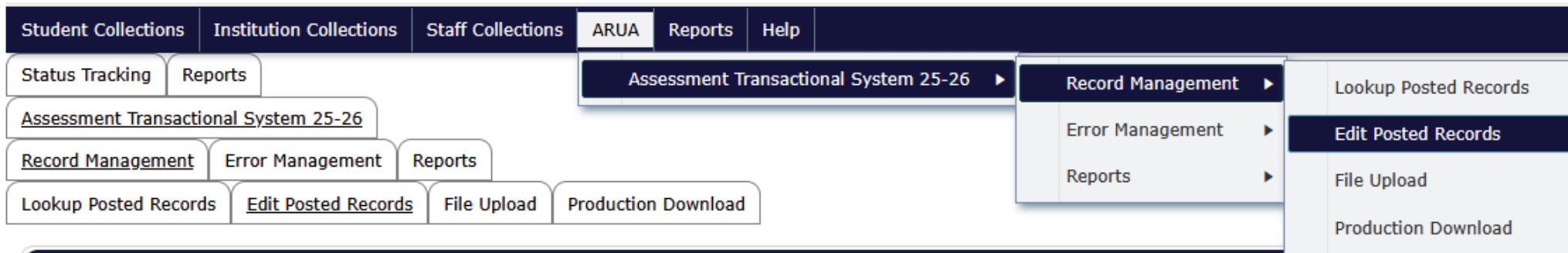
### Applications

You have been granted access to the items displayed in this list. To access an application, select it from the list.

- [Accountability Warehouse Extract - Oregon Department of Education](#)
- [Achievement Data Insight - Oregon Department of Education](#)
- [Consolidated Collections - Oregon Department of Education](#)
- [Secure Assessment Reports 2.0 - Oregon Department of Education](#)

# ODE Central Login Application- ARUA (2/6)

3. To make changes to individual test records:
- Select the ARUA menu
  - Assessment Transactional System 25-26
  - Record Management
  - Edit Posted Records



# ODE Central Login Application- ARUA (3/6)

4. Search for the student by entering their SSID
5. Click search

**Edit Posted Records**

**Subject:**   
ELPA  
Math  
Next Gen Science

**Test Type:**

**Date Type:**  Test Date  Update Date

**Date Range:**  to

**Institutions:**   
(Count: 2)

**Enrolled Grade:**   
Pre-Kindergarten (EnrlGrade).....PK  
Kindergarten (EnrlGrade).....KG  
First Grade (EnrlGrade).....01  
Second Grade (EnrlGrade).....02  
Third Grade (EnrlGrade).....03  
Fourth Grade (EnrlGrade).....04

**District Student ID:**

**SSID(s):**   
(Use "" to separate SSIDs)

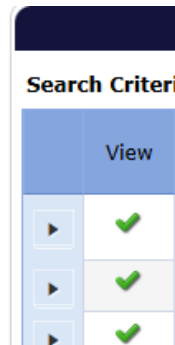
**First Name:**

**Last Name:**

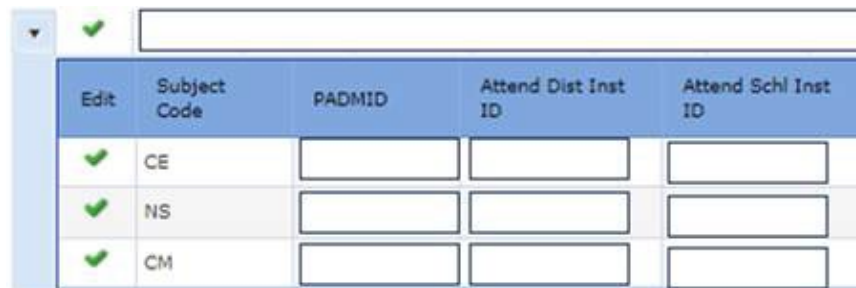
**Date of Birth:**

# ODE Central Login Application- ARUA (4/6)

- Click on the small black triangle in the far-left margin to expand the view and see the subject codes that are loaded for the student



- Click on the green checkmark for the subject code that you want to edit  
(CE- Common Core ELA; CM- Common Core Math; NS- Next Gen Science; EL- ELPA)



Edit	Subject Code	PADMID	Attend Dist Inst ID	Attend Schl Inst ID
✓	CE	<input type="text"/>	<input type="text"/>	<input type="text"/>
✓	NS	<input type="text"/>	<input type="text"/>	<input type="text"/>
✓	CM	<input type="text"/>	<input type="text"/>	<input type="text"/>

# ODE Central Login Application- ARUA (5/6)

SSID: [REDACTED] Modified Date: 4/25/2024 8:11:05 AM

Attending District ID	<input type="text"/>	*	Attending School ID	<input type="text"/>	*	<input type="button" value="Change Student"/>
May 1 District ID	<input type="text"/>		May 1 School ID	<input type="text"/>		<input type="button" value="Change Resident School"/>
Academic Year	<input type="text" value="20232024"/>		Test Year	<input type="text" value="2324"/>		Test End Date <input type="text" value="04/23/2024"/>
PADMID	<input type="text" value="6013474"/>	*	Subject Code	<input type="text" value="CM"/>		Test Type Code <input type="text" value="T"/>
Overall Scale Score	<input type="text" value="2379"/>		Performance Level for Grade	<input type="text" value="1"/>		Performance Level for Benchmark <input type="text" value="1"/>
ELPA Proficiency Status Code	<input type="text"/>		Test Benchmark Code	<input type="text" value="4M"/>		Test Grade Band Code <input type="text"/>
Test Valid Flag	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/>		Test Attempted	<input type="text" value="Y"/>		Enrolled Grade At Test <input type="text" value="11"/>
Best Score Flag	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/>		Targeted Code	<input type="text"/>		<input type="text" value="Administration Code"/>
Accommodation Flag	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> *		Accommodation Code 2	<input type="text"/>		Accommodation Code 3 <input type="text"/>
Accommodation Code 1	<input type="text"/>		Accommodation Code 5	<input type="text"/>		Accommodation Code 6 <input type="text"/>
Accommodation Code 4	<input type="text"/>		Class Period	<input type="text"/>		
Teacher Name	<input type="text"/>					

# ARUA Administration Codes

## TAM - Table 20

Administration Code	Definition	Participation Status	Performance Status
1	Absent (for an extended period) or Student Refusal = A student who is absent during the entire testing window and make-up testing period.	Non-participant	Not used
3	Modified – Language = A student who is non-literate in the language of the test and participates in the assessment under modified conditions.	Non-participant	Not used
5	Modified – Disability = A student with a disability who participates in the assessment under modified conditions.	Non-participant	Not used
6	Home Schooled Student, Foreign Exchange Student, or Out-of-State Student	Not used	Not used
7	Parent Request = A student whose parents request that the student not participate in testing for religious or disability related reasons.	Non-participant	Not used
8	Not Enrolled During Test Window = A student without a valid test score who was enrolled on the first weekday in May but not during the school's testing window.	Not used <sup>1</sup>	Not used <sup>1</sup>

Administration Code	Definition	Participation Status	Performance Status
9	Medical Emergency = A student who cannot take the State assessment during the entire testing window, including the make-up dates, because of a significant medical emergency.	Not used	Not used
U	Invalidated test(s) with no opportunity to retest	Non-participant	Not used
X	Parent opt-out = A student whose parent(s) submitted an opt-out form requesting that the student not participate in ELA or Mathematics or Extended Math or ELA testing	Non-participant <sup>2</sup>	Not used <sup>2</sup>
Z	A first-year English Learner enrolled on the first weekday in May who was not enrolled during the entire ELPA Summative testing window and did not take the ELA assessment.	Not used	Not used

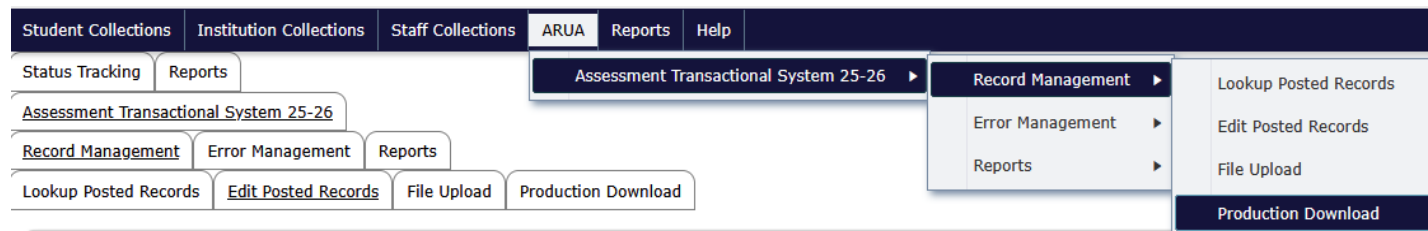
# ODE Central Login Application- ARUA (6/6)

8. In the Administration Code field on the far-right select the appropriate Administration Code (see [TAM](#) tables 20 and 21).
9. Click Save. Repeat above steps for other subjects/students.

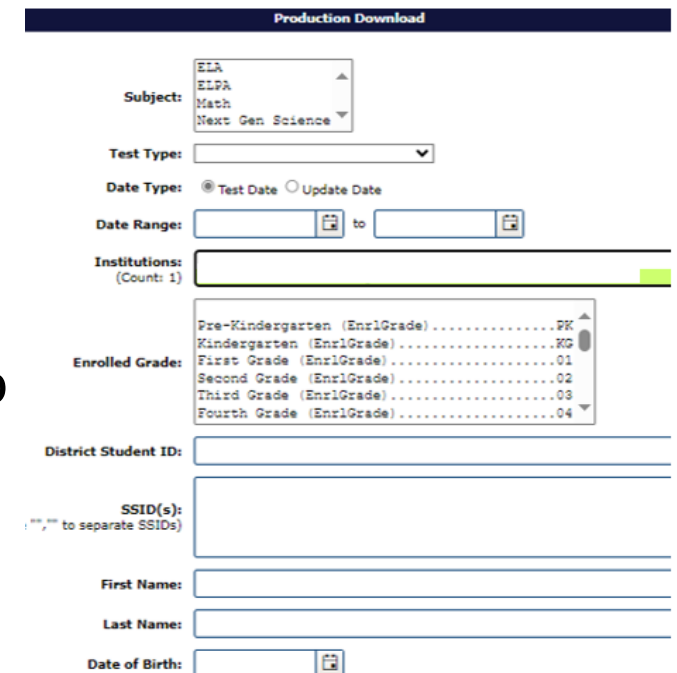
# Processing Multiple Records (1/3)

## How do I make changes to multiple records with a file upload?

1. To make changes using a data file for multiple records, select the ARUA menu/Assessment Transactional System 25-26/Record Management/Production Download



2. Narrow your search by filtering, or click Submit with no filters applied to download all records and subjects

A screenshot of the 'Production Download' form. The form has a dark blue header with the text 'Production Download'. Below the header, there are several input fields and dropdown menus. The 'Subject' dropdown menu is open, showing options: ELA, ELPA, Math, and Next Gen Science. The 'Test Type' dropdown menu is empty. The 'Date Type' radio buttons are set to 'Test Date'. The 'Date Range' field has two date pickers. The 'Institutions' field shows '(Count: 1)' and a green bar. The 'Enrolled Grade' dropdown menu is open, showing options: Pre-Kindergarten (EnrlGrade).....PK, Kindergarten (EnrlGrade).....KG, First Grade (EnrlGrade).....01, Second Grade (EnrlGrade).....02, Third Grade (EnrlGrade).....03, and Fourth Grade (EnrlGrade).....04. The 'District Student ID' field is empty. The 'SSID(s)' field has a note: '"," to separate SSIDs'. The 'First Name' and 'Last Name' fields are empty. The 'Date of Birth' field has a date picker.

File will be downloadable as a CSV = A Comma Separated Values File or your basic spreadsheet.

# Processing Multiple Records (2/3)

3. A secure file transfer will be sent to your email from [ode.helpdesk@ode.oregon.gov](mailto:ode.helpdesk@ode.oregon.gov).
4. Open the email and download the file.
5. Make the necessary changes and save the file.
  - [Assessment Transactional System File Format](#)
    - Column U = SrtTstTypCd (E=ELPA, T=OSAS, X=Extended, V=Virtual)
    - Colum AO = CalcAdmnCd
6. Go back to the ARUA menu (Assessment Transactional System/Record Management/File Upload)
7. Choose the file and then Upload

# Processing Multiple Records (3/3)

## **After the file is uploaded:**

- You will be sent an email with a summary of the upload: number of records saved, number of records in error, etc.
- After the file processes, check for errors by going to ARUA/Assessment Transactional System/Error Management/Review District Errors
- Correct any errors that exist
- Order another production download to ensure the changes saved

# Review Errors

## Review District Errors vs. Review Vendor Errors

- District errors = Records that error based on a change to that error record
- Vendor errors = Records that error when loading into ARUA
  - Common Examples
    - ❖ SSID merge
    - ❖ Special Education flag is not marked Y
    - ❖ Administration Code is not valid

# Test Lookup Report (1/2)

## Test Lookup Report

- Allows user to look up what tests are associated with a student, regardless of which district the student tested in.
- No performance data is provided in this report.
  - Go to the ARUA menu/Assessment Transactional System 25-26/Reports/Test Lookup Report
  - Select a year from the “Test Year” drop-down list
  - Enter one or more SSID numbers
  - Click Submit

The screenshot displays the ARUA (Assessment Reporting User Access) web interface. The top navigation bar includes 'Student Collections', 'Institution Collections', 'Staff Collections', 'ARUA', 'Reports', and 'Help'. The 'ARUA' menu is expanded, showing 'Assessment Transactional System 25-26' with a right-pointing arrow. This menu is further expanded to show 'Record Management', 'Error Management', and 'Reports'. The 'Reports' sub-menu is also expanded, highlighting 'Test Lookup Report' in blue. Below the navigation, there is a 'Test' section with a 'Test Year' dropdown menu set to '2019-2020' and a 'Student SSIDs' input field. A 'Submit' button is located at the bottom right of the form.

# Test Lookup Report (2/2)

## Test Lookup Report (cont.)

This report is helpful when you want to download historical test data for a student and want to confirm what year and subjects are available. If your school has claimed the student in the SSID System, you will be able to see results in the Accountability Warehouse Extract and Secure Assessment Reports applications.

Status	SSID	First Name	MI	Last Name	Resident District ID	Resident District Name	Resident School ID	Resident School Name	Subject	Bench	Test Type	Test Valid Flag	Test Date
Posted									CE	3B	T	Y	052026
Posted									CM	3B	T	Y	052026

# Reference Report

## Reference Report

This report is organized by Resident School ID, Subject, and Enrolled Grade, includes counts of posted (non-error) records, a demographic breakdown of those records, and a count of records with errors in the last column.

A key under the table defines any asterisks that may be on the report.

Reference Report																
Resident District Invt ID: <input type="text"/>																
Test Year: 2022-2023																
Subject: ELA																
Best Score: N																
Enrolled May 1: Y																
Resident District ID	Resident School ID	Subject	Grade	Number posted (non-errored) test records	Gender Code M	Gender Code F	Gender Code Non-Binary	Amer Ind / Alskn Ntv	Asian	Pacific Islndr	Black / African American	Hispanic	White	Multi-Racial	Special Ed*	TAG Ed*
		ELA	03	55	27	28	0	1	1	0	1	5	43	4	55	55
		ELA	04	51	29	22	0	2	0	0	0	3	38	8	51	51
		ELA	05	56	28	28	0	1	2	0	0	6	44	3	56	56
		ELA	03	108	55	53	0	3	4	2	0	22	68	9	108	108

Economic Disadvan	English Learner Code A or B**	English Learner Code M or g**	English Learner Code Y or E**	English Learner Code W or x**	Stay In District* (Full Academic Year in District)	Stay In School* (Full Academic Year in School)	District Special Ed*	Admin Code 1, 7, or x***	Admin Code 6***	Admin Code 9***	Challengi Code H	Challengi Code L	Test Valid	Number errored records
55	1	2	1	1	55	55	55	3	0	0	0	0	55	0
51	0	0	3	0	51	51	51	1	0	0	0	0	51	0
55	0	0	0	0	56	56	55	0	0	0	0	0	56	0
106	0	5	10	4	108	108	106	7	0	0	0	0	108	0

# Participation Report

## Participation Report

This report is organized by Resident School ID, Subject, and Enrolled Grade, includes counts of posted (non-error) records in the Participation numerator and denominator columns, with a breakdown by types of Participants and Non-Participants.

The screenshot shows a web interface for a Participation Report. At the top, there is a dark blue header with the text "Participation Report". Below the header, there are several filter fields: "Resident District Inst ID:" with a dropdown menu, "Test Year: 2022-2023", "Subject: ELA", and "Enrolled May 1: Y". A "Refresh" button is located in the top right corner of the table area. The table itself has 15 columns and 4 rows of data. The first column, "Resident District ID", is highlighted in blue and contains a single value "2223" for all rows. The other columns contain numerical data representing various participation metrics.

Resident District ID	Resident School ID	Test Year	Subject	Enrolled Grade	All Records	Not in Denominator	Participation Denominator	Tested under Standard Conditions*	Targeted Higher Benchmark	Extended	Beginning EL	Targeted Lower Benchmark	Student refusal	Parent request	Other Non-Participants
2223		2223	CE	03	55	0	55	51	0	0	0	0	0	0	4
2223		2223	CE	04	51	0	51	50	0	0	0	0	0	0	1
2223		2223	CE	05	56	0	56	55	0	1	0	0	0	0	0
2223		2223	CE	03	108	0	108	99	0	2	0	0	3	0	7



# Managing ELPA Screener Records

# Merging Temp IDs with SSIDs

## Merging temp IDs with SSIDs

To complete a Temp ID to SSID merge, the following rules must be met:

1. Temp IDs must be merged in the school year they were created and before TIDE is taken offline (no later than July 17)
2. The SSID must be in TIDE
3. The school and birth date fields must be an exact match on the Temp ID and SSID
4. The legal first and legal last name fields must be a close match on the Temp ID and SSID

# Merging One Record at a Time

Merge one record at a time

1. In TIDE, go to Preparing for Testing/Student Information/View-Edit-Export Student Test Settings and Tools
2. Search for the student... Select the School, Enter the student's Temp ID in the SSID field, then click Search
3. Click on View Results
4. Click on the pencil icon to open the record
5. Click on the pencil icon for the SSID field, then enter the SSID number and click Save

# Merging Multiple Records

Upload a file to merge multiple Temp IDs to SSIDs

1. In TIDE, go to Preparing for Testing/Student Information/Update Temp ID to SSID
2. Complete the Template - enter the Temp ID in column A and the SSID it should be merged to in column B
3. Save the template and close it when you are finished
4. Go back to the path in step 1, and click on “Choose File” and select the file
5. Click Next and preview the file.
6. Click Next to proceed to Validation step, and review errors/warnings
  - Choose to “Upload Revised File,” “Continue with Upload” or “Download Validation Report”

# Resources

- [Assessment Transactional System \(ARUA\) file format](#)
- [Assessment Transactional System \(ARUA\) User Guide](#)
- [How to Edit Demographic and Program Fields for Assessment Records](#)
- [ESD Partner handout – How to enter assessment administration codes](#)
- [2/19/26 ARUA, AWE, and SAR 2.0 Training](#) and [PowerPoint](#)
- [TIDE User Guide](#)
- [ARUA/Assessment Transactional System Collection Webpage](#)
- [5/14/26 Editing Data/3rd Period ADM/EL for Accountability Training](#) and [PowerPoint](#)



# Thank You!

## Next Session:

# ODE Assessment Applications Session 2

Tuesday, June 9 @ 9:00 a.m. – Register [here](#)