



 **A-F**
REPORT CARDS
Explore A-F Report Cards for your school

Accountability (A-F Report Cards) Correction Guide

Oklahoma State Department of Education

June 2014



Table of Contents

1.0 Introduction	4
1.1 About This Document	5
1.2 Intended Audience	7
2.0 Application Access	8
2.1 Application Navigation	12
2.1.1 Navigation Menu	12
2.1.2 Navigation Trail	13
2.1.3 Logging Out	14
3.0 Data Correction	15
3.1 Student Record Correction	17
3.1.1 Missing STN	19
3.1.2 First Name Mismatch	20
3.1.3 Last Name Mismatch	21
3.1.4 Date of Birth Missing	22
3.1.5 Student Has Duplicate Test	23
3.1.6 Race Code Mismatch	24
3.1.7 Gender Mismatch	25
3.1.8 IEP Status Mismatch	26
3.1.9 ELL Status Mismatch	27
3.1.10 Free Reduced Mismatch	28
3.1.11 Migrant Mismatch	29
3.1.12 Grade Mismatch	30
3.2 Student Assessment Correction	31
3.2.1 Correct a Test Record	34
3.2.2 Review Student Details	38



3.3 Data Verification Requests.....	41
3.3.1 Submit a Data Verification Request	44
Appendix: Contact Information	46
Index	47



1.0 Introduction

Welcome to the Oklahoma State Department of Education’s Accountability (A-F Report Cards) application, which provides an interface for the review of state testing results at an individual student level, as well as provides mechanisms for correcting data errors related to student record data and/or testing assessment records prior to submission for report card accountability purposes.

The State of Oklahoma utilizes an “A-F School Grading System” as a measure for challenging students, school, and communities to increase the effectiveness and performance of public schools. As part of this effort, all schools are required to report standardized testing results to the state, for which each receives a “grade” for overall performance of the student body.

Thus, at the district and individual school level, it is extremely important that all testing results are accurately reported. This is where the Accountability (A-F Report Cards) application comes into play, allowing administrators and educators to review testing data to ensure concise and error-free reporting.

The application is accessed through the Single Sign On application (SSO2), the primary user credentials management system for educators, school district personnel, and state administrators, which serves as a consolidated user authentication system for applications such as the Accountability (A-F Report Cards) application.



1.1 About This Document

The purpose of this document is to provide reference and procedural information to district personnel who are charged with using the Accountability (A-F Report Cards) application to review, verify, and correct state testing results prior to formal submission of testing data.

The document is organized based on the application's menu structure, making it easy to pinpoint topics and procedures that are relevant to the section of the application in which you are working. Within each document section, sub-sections further divide information to provide page reference material and step-by-step procedures.

If you are a new user, it is recommended that you review the page reference material prior to completing any tasks within the application. However, if you are already familiar with the application in general, you can skip directly to the procedural sections for step-by-step guides for completing specific tasks. Any questions that you may have regarding specific data elements, buttons, links, fields, etc., can be referenced as needed.

A Note about Application Functions

Since the focus of this guide is data correction, not all functions available in the Accountability (A-F Report Cards) application are documented. Specifically, content is limited to functions that are available in the following functional section of the application:

- **Your District**—Functions in this section are primarily focused on individual schools to which you have access and can manage corrections.



A Note about Screen Shots

Due to the sensitive nature of the data accessed through the Accountability (A-F Report Cards) application, the screen shots in this document reflect generic data created specifically for testing and documentation purposes. In some cases this may be somewhat confusing, as the test data does not provide an inherent understanding of the data being represented.

For example, consider the following screen shot from the **District Summary** page of the application.

List Of Sites For This District					
	Site Code	School Name	Report Type	Grades	Correction Count
Go To District Details	000	Test District	District	09 - 12	--
Go To School	705	Test Site	High School	09 - 12	60

For testing and documentation purposes, the name of the school listed in the **School Name** column of the data grid is "Test Site." When viewing actual data in the application, the name "Test Site" is replaced with the name of a real school, such as "Norman" or "Wakita."

Another example is the following screen shot from the **Correction** page of the application.

STUDENT ASSESSMENTS - THESE ARE THE TESTS FOR THIS SITE								Viewing 32 of 32 records	Export all records to Excel
	Name	Type	Gr	Subject	Score (Raw/Scale)	Perf. Level	No Score	Nonreportable Reason	
		All ▾	All ▾	All ▾		All ▾	All ▾		
view edit	A****	EOI	10	Algebra I	31 / 718	Proficient			
view edit	A****	EOI	09	Algebra I	16 / 641	Unsatisfactory			
view edit	A****	EOI	10	Algebra I	26 / 699	Limited Knowledge		Insufficient NFAY Data	
view edit	A****	EOI	10	Biology I	28 / 615	Unsatisfactory			

For testing and documentation purposes, the names of individual students listed in the **Name** column of the data grid are redacted. When viewing actual data in the application, this data consists of full student names.



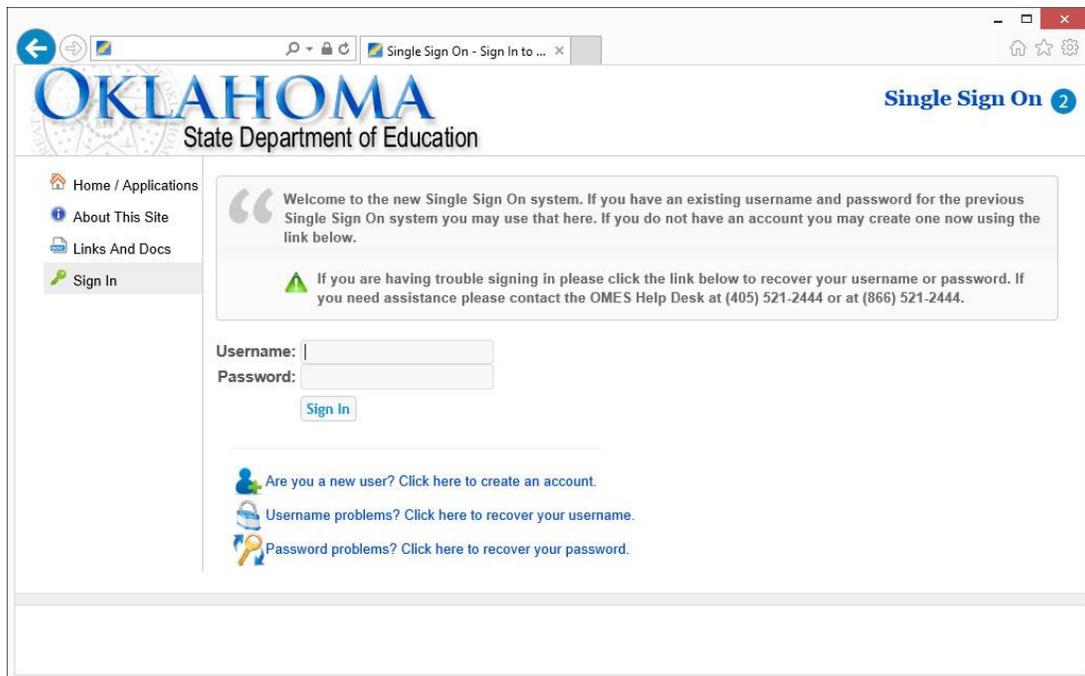
1.2 Intended Audience

The intended audience for this document consists of district personnel who are charged with using the Accountability (A-F Report Cards) application to review, verify, and correct testing records prior to submission of testing data to the State of Oklahoma for accountability assessment.

2.0 Application Access

Complete the following steps to access the Accountability (A-F Report Cards) application from within the SSO2 framework.

1. Display the SSO2 Login page, and log in to the SSO2 application.

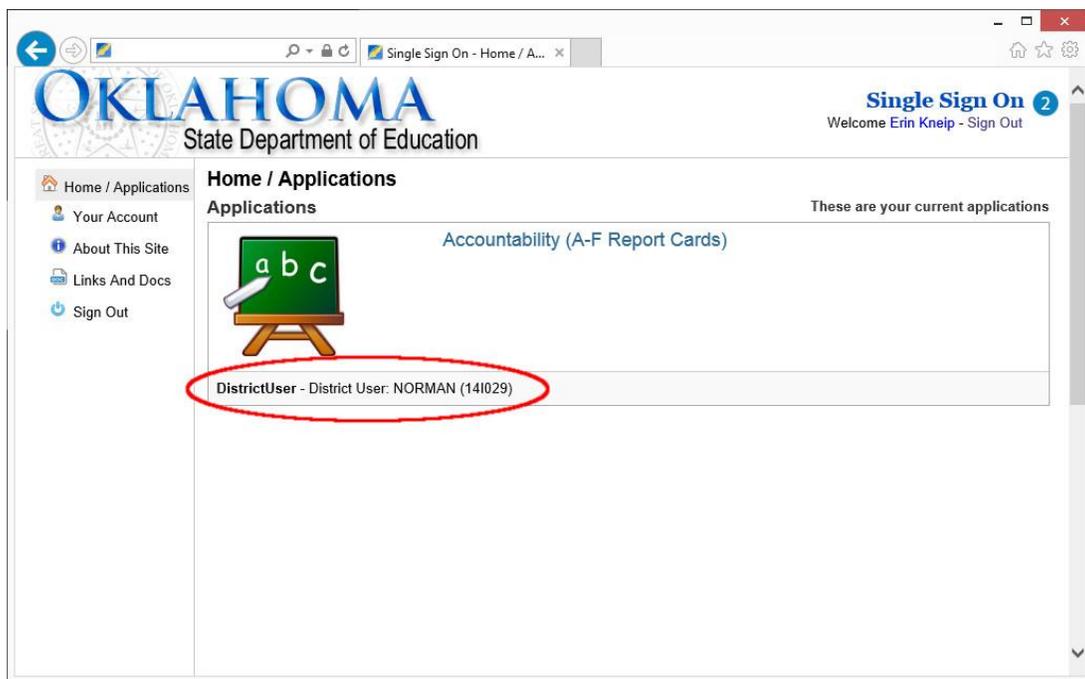


2. In the side menu, click the **Home/Applications** link. This displays a list of the applications to which you have access.



3. Locate the Accountability (A-F Report Cards) application, and click your user record.

Depending on your access requirements, multiple user records may be listed for the application, each associated with a specific district or school. For example, you may have access for multiple schools within a district. If this is the case, a "District User" record is displayed for each separate school. Make certain that you select the appropriate user record, based on the data that you want to access.





4. Click the **I Agree** button to accept the FERPA statement.

Before you can access accountability data, you must agree to a Family Educational Rights and Privacy Act (FERPA) statement regarding the appropriate use of student data. The system does not maintain a record of your acceptance of this agreement. Rather, you must accept this agreement each time you access the Accountability application.

The screenshot shows a web browser window with the URL "Single Sign On - Transfer". The page header includes the Oklahoma State Department of Education logo and "Single Sign On" with a user name "Welcome Erin Kneip - Sign Out". The main content area is titled "Transfer" and contains a FERPA agreement statement. The statement reads: "You must agree to this FERPA agreement before accessing the Accountability (A-F Report Cards) application." Below this is a list of 18 bullet points detailing FERPA requirements, such as "Do not share student educational record information, including grades or grade point averages, with parents or others outside the institution..." At the bottom of the agreement, there are two buttons: "I AGREE" (highlighted with a red circle) and "I DO NOT AGREE".



Accountability (A-F Report Cards) Correction Guide

Oklahoma State Department of Education

June 2014

5. The Accountability (A-F Report Cards) application **Home** page displays.

Accountability (A-F Report Cards)

State Department of Education

Welcome: **Erin Kneip**, DistrictUser 55 XXXX · Test

Home Your District Applications Students Reports

Home Year: 2014

Welcome to the Accountability (A-F Report Card) system.

System Updates:

2014 test data has been imported into the system for review and corrections.

1,294,161 total testing records imported so far for 2014.

RecordCount	TestAdministration
1226714	Spring 2014
7765	Spring Retest
7707	Summer 2013
22482	Winter 2013
151	Winter OAAP
14978	Winter Retest 2013
14364	Winter Trimester 2013

Spring OAAP Data will be available later this month.

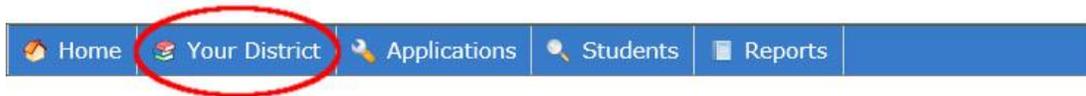
Click 'Your School' or 'Your District' in the menu bar to get started.

2.1 Application Navigation

Navigation within the Accountability (A-F Report Cards) application is similar to that of most websites and web applications that you have accessed. Navigational features and page flow are consistent for all users, though data to which each individual user has access is limited based on the user's role.

2.1.1 Navigation Menu

The primary navigation menu is available at the top of all application pages. This menu provides access to all functional areas of the application. As detailed previously, not all application functions are available during the data correction period. Therefore, not all application functions are documented. Specifically, content in this document is limited functions found in the *Your District* section.



Click the **Your District** link to display the **District Summary** page for the district. The page displays a list of individual sites (schools) to which you have access and can manage corrections.

2.1.2 Navigation Trail

The application interface features a breadcrumb (alternatively referred to as a “cookie crumb”) navigation trail at the top of each page.



This navigation trail indicates your current page location within the application interface, as well as a history of the page route by which you navigated to the current page. In the example above, the user started from the **Home** page, navigated to the **District Summary** page, selected a **School**, chose to go to the **Correction page**, and then viewed an individual **Student Record**.

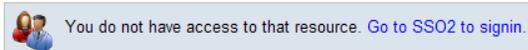
Each page listed in the navigation trail displays as a link. Clicking a link returns you to that page, discarding all unsaved changes.

2.1.3 Logging Out

Due to the sensitive nature of some application data, it is very important that unauthorized users are not allowed to access data using your credentials. For this reason, you are automatically logged out of the Accountability (A-F Report Cards) application after 20 minutes of inactivity.

Automatic Logout

You will know that you have been logged out of the application when you click a link and receive a message regarding lack of access to data, as follows:



1. Click the **Go to SSO2 to Sign In** link to return to the SSO2 **Home** page.
2. Access the Accountability (A-F Report Cards) application again.

Note: The SSO2 application itself has an automatic logout mechanism, so it is possible that you may also need to sign back in to the SSO2 application prior to launching the Accountability (A-F Report Cards) application again.

Manual Logout

You can also manually log out of your session at any time.

1. Click the **Return to SSO2** link at the top of any page.



2. When the SSO2 interface displays, click the **Sign Out** link in the side navigation menu.



3.0 Data Correction

There are two primary categories of data issues that must be resolved in order to ensure accuracy in report card calculations. The first category includes issues that are identified by the system. In this document, these issues are referred to as “student record” issues. Typically, these issues are easily corrected through the application interface, such as student name or birth date mismatches in assessment data. The second category includes issues that, while demographic in nature, are identified based on personnel review of assessment data. Referred to as “student assessment” issues, these issues often require research in order to determine whether data is accurate or needs correction. In some instances, these issues can be corrected through the application interface, though some require submission for additional review.

Student Record Issues

Student record issues are identified for each school based on programmatic verification and comparison of individual student records. These issues are highlighted for review within the application and can typically be corrected through the application interface.

Two programmatic methods are used to identify these issues. First, there is a verification of data imported from the Wave system. This verification process identifies missing and/or mismatched data, which includes the following: Missing Student Testing Number (STN), First Name Mismatch, Last Name Mismatch, Date of Birth Missing, and Date of Birth Mismatch.

Next, there is a comparison of assessment data collected for individual students during the reporting period. In other words, testing assessment results for individual students are cross-referenced to ensure that demographic data matches. This comparison process identifies mismatched data, which includes the following: Student Has Duplicate Test, Race Code Mismatch, Gender Mismatch, IEPStatus Mismatch, ELLStatus Mismatch, FreeReduced Mismatch, Migrant Mismatch, and Grade Mismatch.

Each of these issue types is defined in the “Student Record Correction” section of this document, presented along with steps for correcting the associated data.

Student Assessment Issues

Student assessment issues cannot be identified programmatically and require review by knowledgeable school and/or district personnel, comparing a school’s assessment data records with data that resides in the Accountability the system. These types of issues are the result of variability in data culled from multiple sources, which occasionally results in data discrepancies.



Since these issues are not identified programmatically, there is no finite list of issues to present in this document. However, these issues can be defined as discrepancies in the data associated with individual testing assessments (as opposed to demographic data issues associated with student records).

Steps for reviewing and correcting assessment issues are detailed in the “Student Assessment Correction” section of this document.

Data Verification Requests

In certain instances it is not possible to correct data through the application interface. This is due to a number of reasons, most typically the lack of data access or to limitations imposed on the types of corrections that can be completed by non-administrative personnel.

For example, a verification request might be necessary when a student’s Not Full Academic Year (NFAY) record is not available in the system, but may impact overall reporting. Due to the significance of this type of data correction, additional research must be completed to ensure that the student’s information is correctly entered into the system, and each is addressed on a one-off basis. System and application administrators may be able to resolve specific technical issues, but most data verification requests are handled by district and/or state administrative personnel.

Further examples of the types of records that require submission for review by district and/or system administrators before changes can be made include the following: NFAY Records, No Score Codes that require SDE approval (e.g., Invalidations), and County, District, and Site codes.

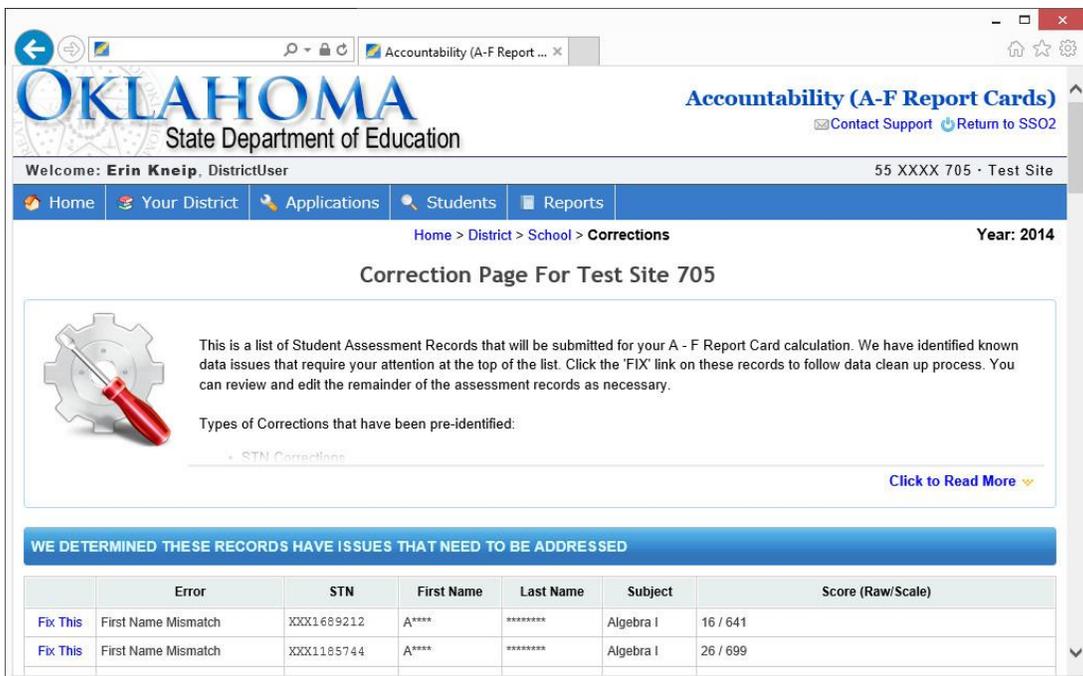
A mechanism is in place in the system to enable the submission of requests for the purposes of review and subsequent data correction, if appropriate. Steps for submitting a request are detailed in the “Data Verification Requests” section of this document.

3.1 Student Record Correction

Student record issues are identified for each school based on programmatic verification and comparison of individual student records. These issues are highlighted for review within the application and can typically be corrected through the application interface.

The **Correction** page is at the core of the review and correction process, allowing you to quickly review and correct system-identified student record issues one at a time. Complete the following steps to access this page from any location within the Accountability (A-F Report Cards) application.

1. On the menu bar, click the **Your District** button. This displays the **District Summary** page.
2. In the data grid at the bottom of the page, click the **Go to School** link that corresponds to the school for which issues have been identified. This displays the **School Summary** page.
3. Click the **Data Corrections and Student Assessments** link.



OKLAHOMA State Department of Education

Accountability (A-F Report Cards)
Contact Support Return to SSO2

Welcome: Erin Kneip, DistrictUser 55 XXXX 705 · Test Site

Home Your District Applications Students Reports

Home > District > School > Corrections Year: 2014

Correction Page For Test Site 705

 This is a list of Student Assessment Records that will be submitted for your A - F Report Card calculation. We have identified known data issues that require your attention at the top of the list. Click the 'FIX' link on these records to follow data clean up process. You can review and edit the remainder of the assessment records as necessary.

Types of Corrections that have been pre-identified:

- STN Corrections

[Click to Read More](#)

WE DETERMINED THESE RECORDS HAVE ISSUES THAT NEED TO BE ADDRESSED

	Error	STN	First Name	Last Name	Subject	Score (Raw/Scale)
Fix This	First Name Mismatch	XXX1689212	A****	*****	Algebra I	16 / 641
Fix This	First Name Mismatch	XXX1185744	A****	*****	Algebra I	26 / 699



The top section of the page displays a data grid detailing student record issues that need to be addressed, and provides a links to initiate data correction. Each column of the grid is described below.

Column	Description
[Not Labeled]	This column displays a Fix This link. Clicking the link opens the appropriate correction page or wizard, which allows you to correct the reported issue.
Error	A description of the issue or error associated with the student’s personal information or testing record. Issues must be resolved prior to final report card data submission, and include the following: Missing Student Testing Number (STN), First Name Mismatch, Last Name Mismatch, Date of Birth Missing, and Date of Birth Mismatch.
STN	The Student Testing Number (STN) associated with this student’s first and last name.
First Name	The student’s first name.
Last Name	The student’s last name.
Subject	The subject of the testing assessment record for which a student record issues has been identified, such as “Algebra I.”
Score (Raw/Scale)	The student’s testing score for the subject indicated. Two scores are presented, as follows: <ul style="list-style-type: none">• Raw—The total number of points scored by the student for answering questions correctly. For example, if the student answered 34 out of 50 questions correctly, the raw score is “34.”• Scale—The student’s score for answering questions correctly, statistically adjusted onto a common scale to account for differences in testing difficulty.



3.1.1 Missing STN

The “Missing STN” issue indicates that a record exists without a Student Testing Number (STN). Complete the following steps to correct this error.

1. On the **Correction** page, locate the record that you want to correct.
2. Click the **Fix This** link.
3. Select the source record that contains the student’s first name.

Note: Review the selection data carefully. In some instances, it is necessary to look up a student’s detail record. If this is the case, do not continue with these steps. Instead, scroll to the bottom of the page to display the search fields. Enter the student’s first and last names, and then click the **Search** button. After determining the correct information, repeat these steps for the issues.

4. Click the **Next** button.
5. Optionally, clear the check from the option to apply the update to all of the student’s test records for the current school.
6. Click the **Submit** button.



3.1.2 First Name Mismatch

The “First Name Mismatch” issue indicates that a record exists without the student’s first name, or the first name does not match the first name supplied by the WAVE. Complete the following steps to correct this error.

1. On the **Correction** page, locate the record that you want to correct.
2. Click the **Fix This** link.
3. Select the source record that contains the student’s correct first name.

Note: Review the selection data carefully. In some instances, incorrect data is associated with a test record, rather than with a student’s record. If this is the case, do not continue with these steps. Instead, modify the test record instead of the student’s record. To do so, select the test with the incorrect information, and then click the **Edit the Test Directly** link at the bottom of the page.

4. Click the **Next** button.
5. Optionally, clear the check from the option to apply the update to all of the student’s test records for the current school.
6. Click the **Submit** button.



3.1.3 Last Name Mismatch

The “Last Name Mismatch” issue indicates that a record exists without the student’s last name or the last name does not match the first name supplied by the WAVE. Complete the following steps to correct this error.

1. On the **Correction** page, locate the record that you want to correct.
2. Click the **Fix This** link.
3. Select the source record that contains the student’s last name.

Note: Review the selection data carefully. In some instances, incorrect data is associated with a test record, rather than with a student’s record. If this is the case, do not continue with these steps. Instead, modify the test record instead of the student’s record. To do so, select the test with the incorrect information, and then click the **Edit the Test Directly** link at the bottom of the page.

4. Click the **Next** button.
5. Optionally, clear the check from the option to apply the update to all of the student’s test records for the current school.
6. Click the **Submit** button.



3.1.4 Date of Birth Missing

The “Date of Birth Missing” issue indicates that a record exists without the student’s date of birth, or the date of birth does not match the first name supplied by the WAVE. Complete the following steps to correct this error.

1. On the **Correction** page, locate the record that you want to correct.
2. Click the **Fix This** link.
3. Select the source record that contains the student’s correct date of birth.

Note: Review the selection data carefully. In some instances, incorrect data is associated with a test record, rather than with a student’s record. If this is the case, do not continue with these steps. Instead, modify the test record instead of the student’s record. To do so, select the test with the incorrect information, and then click the **Edit the Test Directly** link at the bottom of the page.

4. Click the **Next** button.
5. Optionally, clear the check from the option to apply the update to all of the student’s test records for the current school.
6. Click the **Submit** button.



3.1.5 Student Has Duplicate Test

The “Student Has Duplicate Test” issue indicates that duplicate scores exist for a student’s test record within the same test administration. Complete the following steps to correct this error.

1. On the **Correction** page, locate the record that you want to correct.
2. Click the **Fix This** link.
3. Select the option to indicate whether the test is a duplicate.

Note: Review the selection data carefully. In some instances, incorrect data is associated with a test record, rather than with a student’s record. If this is the case, do not continue with these steps. Instead, modify the test record instead of the student’s record. To do so, select the test with the incorrect information, and then click the **Edit the Test Directly** link at the bottom of the page.

4. Click the **Submit** button.



3.1.6 Race Code Mismatch

The “Race Code Mismatch” issue indicates that some of the student’s records have different race codes. Complete the following steps to correct this error.

1. On the **Correction** page, locate the record that you want to correct.
2. Click the **Fix This** link.
3. At the bottom of the page, select the student’s correct race code.

Note: Review the verification data carefully. In some instances, incorrect data is associated with a test record, or with a student’s STN number. If this is the case, do not continue with these steps. Instead, modify the appropriate test record by clicking the appropriate **Edit Test** link, or modify the appropriate STN number by clicking the **STN** link.

4. Click the **Submit** button.



3.1.7 Gender Mismatch

The “Gender Mismatch” issue indicates that some of the student’s records have different genders indicated. Complete the following steps to correct this error.

1. On the **Correction** page, locate the record that you want to correct.
2. Click the **Fix This** link.
3. At the bottom of the page, select the student’s correct gender.

Note: Review the verification data carefully. In some instances, incorrect data is associated with a test record, or with a student’s STN number. If this is the case, do not continue with these steps. Instead, modify the appropriate test record by clicking the appropriate **Edit Test** link, or modify the appropriate STN number by clicking the **STN** link.

4. Click the **Submit** button.



3.1.8 IEP Status Mismatch

The “IEP Status Mismatch” issue indicates that some of the student’s records have a different indication of whether the student is enrolled in an Individualized Education Program (IEP). Complete the following steps to correct this error.

1. On the **Correction** page, locate the record that you want to correct.
2. Click the **Fix This** link.
3. At the bottom of the page, select the student’s the appropriate option to indicate the student’s IEP status.

Note: Review the verification data carefully. In some instances, incorrect data is associated with a test record, or with a student’s STN number. If this is the case, do not continue with these steps. Instead, modify the appropriate test record by clicking the appropriate **Edit Test** link, or modify the appropriate STN number by clicking the **STN** link.

4. Click the **Submit** button.



3.1.9 ELL Status Mismatch

The “ELL Status Mismatch” issue indicates that some of the student’s records have a different indication of whether the student is enrolled in an English Language Learners (ELL) program. Complete the following steps to correct this error.

1. On the **Correction** page, locate the record that you want to correct.
2. Click the **Fix This** link.
3. At the bottom of the page, select the student’s the appropriate option to indicate the student’s ELL status.

Note: Review the verification data carefully. In some instances, incorrect data is associated with a test record, or with a student’s STN number. If this is the case, do not continue with these steps. Instead, modify the appropriate test record by clicking the appropriate **Edit Test** link, or modify the appropriate STN number by clicking the **STN** link.

4. Click the **Submit** button.



3.1.10 Free Reduced Mismatch

The “Free Reduced Mismatch” issue indicates that some of the student’s records have a different indication of whether the student qualifies for a free or reduced meal program. Complete the following steps to correct this error.

1. On the **Correction** page, locate the record that you want to correct.
2. Click the **Fix This** link.
3. At the bottom of the page, select the student’s the appropriate option to indicate whether the student qualifies for a free or reduced meal program.

Note: Review the verification data carefully. In some instances, incorrect data is associated with a test record, or with a student’s STN number. If this is the case, do not continue with these steps. Instead, modify the appropriate test record by clicking the appropriate **Edit Test** link, or modify the appropriate STN number by clicking the **STN** link.

4. Click the **Submit** button.



3.1.11 Migrant Mismatch

The “Migrant Mismatch” issue indicates that some of the student’s records have a different indication of whether the student qualifies as a migratory student, based on parent or guardian status. Complete the following steps to correct this error.

1. On the **Correction** page, locate the record that you want to correct.
2. Click the **Fix This** link.
3. At the bottom of the page, select the student’s the appropriate option to indicate whether the student qualifies as a migratory student.

Note: Review the verification data carefully. In some instances, incorrect data is associated with a test record, or with a student’s STN number. If this is the case, do not continue with these steps. Instead, modify the appropriate test record by clicking the appropriate **Edit Test** link, or modify the appropriate STN number by clicking the **STN** link.

4. Click the **Submit** button.



3.1.12 Grade Mismatch

The “Grade Mismatch” issue indicates that some of the student’s records have different grade levels. Complete the following steps to correct this error.

1. On the **Correction** page, locate the record that you want to correct.
2. Click the **Fix This** link.
3. At the bottom of the page, select the student’s correct grade.

Note: Review the verification data carefully. In some instances, incorrect data is associated with a test record, or with a student’s STN number. If this is the case, do not continue with these steps. Instead, modify the appropriate test record by clicking the appropriate **Edit Test** link, or modify the appropriate STN number by clicking the **STN** link.

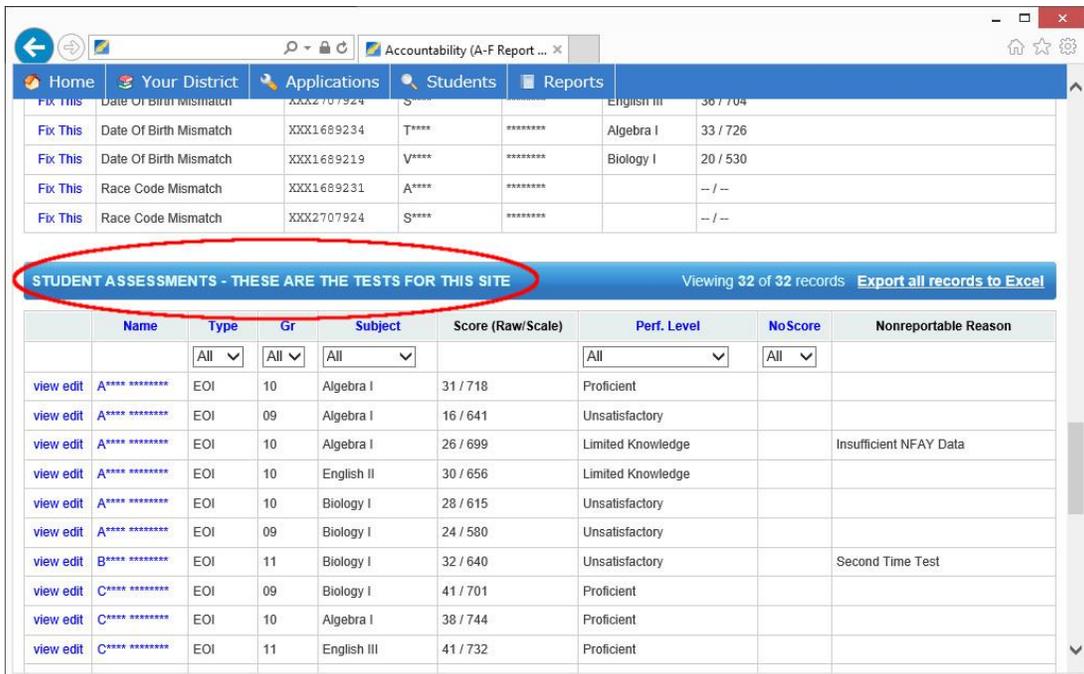
4. Click the **Submit** button.

3.2 Student Assessment Correction

Student assessment issues cannot be identified programmatically and require review by knowledgeable school and/or district personnel, comparing a school’s assessment data records with data that resides in the system. The *Student Assessments* section at the bottom of the **Correction** page displays this student assessment data for the current reporting period. **The data in this section is not necessarily incorrect.** Rather, data is presented for comparison against the school’s records to ensure that there are no issues.

Complete the following steps to access this page from any location within the Accountability (A-F Report Cards) application.

1. On the menu bar, click the **Your District** button. This displays the **District Summary** page.
2. In the data grid at the bottom of the page, click the **Go to School** link that corresponds to the school for which issues have been identified. This displays the **School Summary** page.
3. Click the **Data Corrections and Student Assessments** link.



STUDENT ASSESSMENTS - THESE ARE THE TESTS FOR THIS SITE								
Viewing 32 of 32 records Export all records to Excel								
	Name	Type	Gr	Subject	Score (Raw/Scale)	Perf. Level	No Score	Nonreportable Reason
view edit	A****	EOI	10	Algebra I	31 / 718	Proficient		
view edit	A****	EOI	09	Algebra I	16 / 641	Unsatisfactory		
view edit	A****	EOI	10	Algebra I	26 / 699	Limited Knowledge		Insufficient NFAY Data
view edit	A****	EOI	10	English II	30 / 656	Limited Knowledge		
view edit	A****	EOI	10	Biology I	28 / 615	Unsatisfactory		
view edit	A****	EOI	09	Biology I	24 / 580	Unsatisfactory		
view edit	B****	EOI	11	Biology I	32 / 640	Unsatisfactory		Second Time Test
view edit	C****	EOI	09	Biology I	41 / 701	Proficient		
view edit	C****	EOI	10	Algebra I	38 / 744	Proficient		
view edit	C****	EOI	11	English III	41 / 732	Proficient		



The *Student Assessments* section of the page displays a grid detailing all student assessments for the school for the current reporting period. Each column in the grid is described below.

Column	Description
[Not Labeled]	This column displays a View Edit link. Clicking the link displays the Edit a Test Record page, allowing modification of the corresponding test record details.
Name	The student’s name (last, first). The name displays as a link. Clicking the link displays the Student Details page for the corresponding student, which allows review of the student’s full demographic information.
Type	An indication of the testing assessment type, such as OSTP (Oklahoma Student Testing Program) and EOI (End-of-Instruction). Click the column heading to sort by type code, or select a specific type to limit the data display.
Gr	The student’s numerical grade level at the time of testing, such as “11.” Click the column heading to sort by grade level, or select a specific level to limit the data display.
Subject	The subject of the testing record, such as “Algebra I.” Click the column heading to sort by subject, or select a specific subject to limit the data display.
Score (Raw/Scale)	The student’s testing score for the subject indicated. Two scores are presented, as follows: <ul style="list-style-type: none">• Raw—The total number of points scored by the student for answering questions correctly. For example, if the student answered 34 out of 50 questions correctly, the raw score is “34.”• Scale—The student’s score for answering questions correctly, statistically adjusted onto a common scale to account for differences in testing difficulty.
Perf. Level	An indication of the student’s overall performance level, as indicated by the testing results. Levels include Advanced, Proficient, and Unsatisfactory. Click the column heading to sort by performance level, or select a specific level to limit the data display.
No Score	If no score is available for an individual test, this column indicates the reason that a score is unavailable, such as No Longer Eligible (NLE).



Column	Description
Nonreportable Reason	If test results are not included in the A-F performance calculations, this column includes the reason that the results are non-reportable, such as Insufficient NFAY Data, Second Time Test, Not Full Academic Year (State), Not Full Academic Year (District), and No Score - No Longer Enrolled.

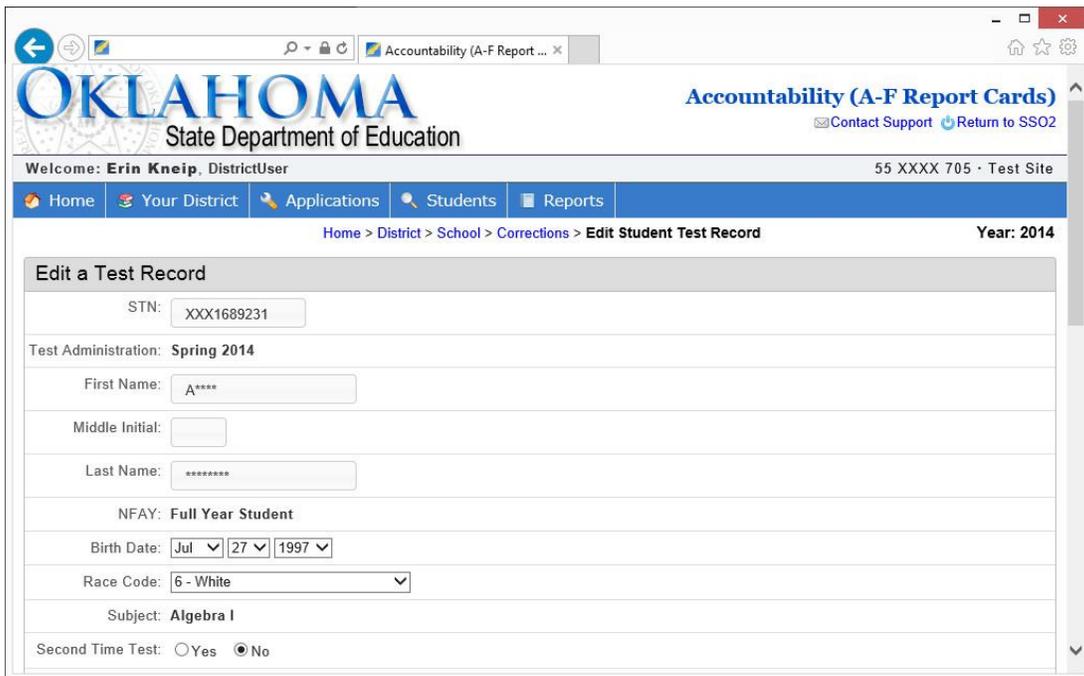


3.2.1 Correct a Test Record

If assessment results for the current reporting period are not accurate, you can modify the results of a student's individual testing result for the purpose of error correction. **It should not be assumed that editing a testing record involves modifying a student's raw or scaled score. Doing so is not possible.** Rather, you have the option to correct the student's identification/association with a testing record, successive testing indication, and general demographic detail.

Complete the following steps to edit a test record.

1. In the *Student Assessments* section of the **Correction** page, locate the test record.
2. Click the **View Edit** link. This displays the **Edit a Test Record** page.



The screenshot shows a web browser window displaying the 'Edit a Test Record' page. The page header includes the Oklahoma State Department of Education logo and the title 'Accountability (A-F Report Cards)'. The user is logged in as 'Erin Kneip, DistrictUser'. The breadcrumb trail is 'Home > District > School > Corrections > Edit Student Test Record'. The form contains the following fields:

- STN: XXX1689231
- Test Administration: Spring 2014
- First Name: A****
- Middle Initial: [empty]
- Last Name: [empty]
- NFAY: Full Year Student
- Birth Date: Jul 27 1997
- Race Code: 6 - White
- Subject: Algebra I
- Second Time Test: Yes No

3. Modify the test data, as appropriate. Refer to the "Page Fields" section on the following page for field definitions and requirements.
4. Click the **Submit** button.



Page Fields

The following fields are displayed on the **Edit a Test Record** page. An indication is provided for whether each data element can be modified.

Field	Description	Can Be Modified?
STN	The Student Testing Number associated with this student's first and last name.	Yes
Test Administration	The testing period during which the assessment was recorded.	No
First Name	The student's first name.	Yes
Middle Initial	The student's middle initial.	Yes
Last Name	The student's last name.	Yes
NFAY	The student's Full Academic Year (FAY) or Not Full Academic Year (NFAY) status. This status is determined using enrollment records provided by the Wave system and cannot be changed in the Accountability (A-F Report Cards) application. A student is considered FAY if enrolled in the school on October 1 and not unenrolled from the school for 10 or more consecutive days of instruction between October 1 and the time of the test. A student is NFAY if the criteria for FAY (above) is not met at either the school, district, or state level.	No
Birth Date	The student's date of birth, in MM/DD/YYYY format.	Yes
Race Code	Code indicating the student's race designation.	Yes
Subject	The subject of the testing record, such as "Algebra I."	No
Second Test Time	Yes/No indication of whether the testing record is the result of retaking a test (for any reason).	Yes
Taken Online	Yes/No indication of whether the student took the test online or by pen/paper method.	No
Grade	The student's grade level at the time the test was taken, such as "11."	No



Field	Description	Can Be Modified?
Retest	Yes/No indication of whether the test was administered in either the Winter or Spring retest windows.	No
No Score Code	Code indicating the reason that a “No Score” was recorded for the test. Under certain situations, this code can be modified on this page if the student’s Raw Score is 0 or -1. If the code needs to be changed, but cannot be modified on this page, a data verification request must be submitted. Refer to the “No Score Code Table” following this definition list to determine which codes can be modified directly through the application interface.	Dependent on Score (Refer to “No Score Code Rules Table” on the following page)
Gender	Indication of the student’s gender: Male or Female.	Yes
IEP Status	Yes/No indication of whether the student is enrolled in an Individualized Education Program (IEP).	Yes
ELL Status	Yes/No indication of whether the student is enrolled in an English Language Learners (ELL) program.	Yes
Free or Reduced	Yes/No indication of whether the student qualifies for a free or reduced meal program.	Yes
Migrant	Yes/No indication of whether the student qualifies as a migratory student, based on parent or guardian status.	Yes
Alt. Ed.	Yes/No indication of whether the student qualifies for an Oklahoma Alternative Education program.	Yes
Title X	Yes/No indication of whether the student qualifies for the Title X Homeless Education Assistance Program.	Yes
Section 504	Yes/No indication of whether the student is enrolled in an educational plan that meets the requirements of Section 504 for students with mental or physical disabilities.	Yes
Raw Score	The student’s raw testing score for the subject, indicating the total number of points scored by the student for answering questions correctly. For example, if the student answered 34 out of 50 questions correctly, the raw score is “34.”	No



Field	Description	Can Be Modified?
Scale Score	The student's raw testing score for the subject, indicating the student's score for answering questions correctly, statistically adjusted onto a common scale to account for differences in testing difficulty.	No

No Score Code Rules Table

Refer to the following table to determine which **No Score** codes can be modified for a student whose **Raw Score** is 0 or -1.

Code	Description	Can Modify?
ABS	Absent	Yes
AP	Already Passed	Yes
DNA	Did Not Attempt	No
DNR	Did Not Report	No
DNR-D	Duplicate	No
EE	Emergency Exempt	No
EL1	ELL First Year Exempt	No
ELL1	ELL First Year Exempt	No
INV	Invalidated	No
INV-D	Invalidated Due to Disruption	No
INV-E	INV – Unfulfilled Equivalent	No
NLE	No Longer Enrolled	Yes
OAAP	Alternate Assessment	Yes
RES	To Be Rescored	No

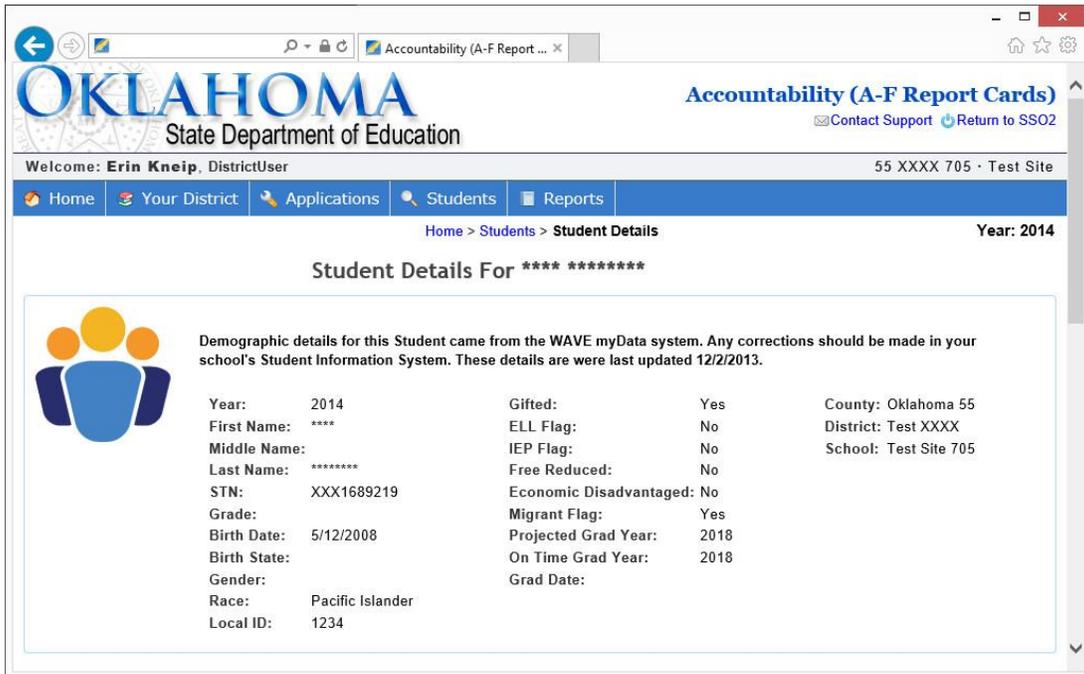


3.2.2 Review Student Details

It is possible to review a student's demographic, assessment, and status records during the data verification and correction process. This can be important when validating assessment data. The **Student Detail** page provides a wide variety of demographic and assessment detail for an individual student.

Complete the following steps to review an individual student's detailed records.

1. In the *Student Assessments* section of the **Correction** page, locate the test record.
2. Click the student's name (in the **Name** column of the data grid). This displays the **Student Details** page.



Accountability (A-F Report Cards)

State Department of Education

Welcome: Erin Kneip, DistrictUser 55 XXXX 705 - Test Site

Home > Students > Student Details Year: 2014

Student Details For **** *
Demographic details for this Student came from the WAVE myData system. Any corrections should be made in your school's Student Information System. These details are were last updated 12/2/2013.

Year:	2014	Gifted:	Yes	County:	Oklahoma 55
First Name:	****	ELL Flag:	No	District:	Test XXXX
Middle Name:		IEP Flag:	No	School:	Test Site 705
Last Name:	*****	Free Reduced:	No		
STN:	XXX1689219	Economic Disadvantaged:	No		
Grade:		Migrant Flag:	Yes		
Birth Date:	5/12/2008	Projected Grad Year:	2018		
Birth State:		On Time Grad Year:	2018		
Gender:		Grad Date:			
Race:	Pacific Islander				
Local ID:	1234				

The page is divided into several sections, each described on the following page.



Demographic Details

Each student's demographic information was imported into the Accountability (A-F Report Cards) application from the WAVE system. This information is presented for review purposes only and cannot be modified through this application.

Current Student Assessments

This section details the student's individual testing records, by subject, for the current testing year. These records can be reviewed on a test-by-test basis and the records modified to correct the results of an error or omission.

Refer to the "Correct a Test Record" section of this document for information regarding editing an individual test record.

Data listed in this section includes the following.

Column	Description
[Not Labeled]	This column displays a View Details link. Clicking the link displays the Edit a Test Record page, which allows you to modify the testing results to correct errors or omissions.
Year	The calendar year in which the testing result was recorded.
Type	An indication of the testing assessment type, such as OSTP (Oklahoma Student Testing Program) and EOI (End-of-Instruction).
Gr	The student's numerical grade level at the time of testing, such as "11."
Subject	The subject of the test results detailed, such as "Biology."
Score (Raw/Scale)	The student's testing score for the subject indicated. Two scores are presented, as follows: <ul style="list-style-type: none">• Raw—The total number of points scored by the student for answering questions correctly. For example, if the student answered 34 out of 50 questions correctly, the raw score is "34."• Scale—The student's score for answering questions correctly, statistically adjusted onto a common scale to account for differences in testing difficulty.



Column	Description
Perf. Level	An indication of the student’s overall performance level, as indicated by the testing results. Levels include Advanced, Proficient, and Unsatisfactory.
Nonreportable Reason	If no score is available for an individual test, this column includes the reason that a score is unavailable.
School	The name of the school in which the student was in attendance at the time the test was taken.

NFAY Records

This section details the student’s NFAY status for each possible testing window based on enrollment records.

College Entrance Exams

This section details the results of college entrance examinations taken by the student, if any.

Advanced Coursework

This section details the results of advanced coursework completed by the student, if any.

Graduate/Cohort Records

This section details the student’s graduate/cohort records, if any.



3.3 Data Verification Requests

In certain instances it is not possible to correct data through the application interface. This is due to a number of reasons, most typically the lack of data access or to limitations imposed on the types of corrections that can be completed by non-administrative personnel. The **Submit or View a Data Verification Request** page allows you to review the status of a verification request submission.

The types of changes that require submission for review by district and/or system administrators include the following:

- NFAY requests
- Site code changes
- No Score Codes that require SDE approval

Submission guidelines include the following:

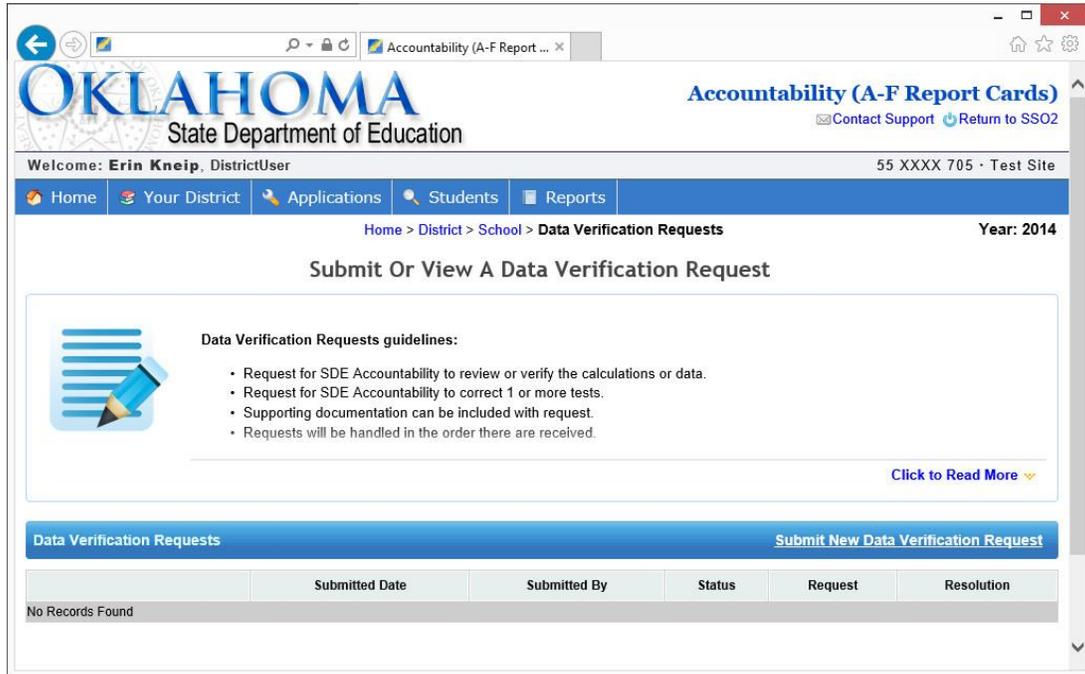
- Requests are accepted for system administrators to review or verify the calculations or data for one or more tests.
- Requests are accepted for system administrators to correct one or more tests.
- Supporting documentation can be included in the following file formats: DOC, DOCX, XLS, XLSX, PDF, JPG, and PNG.
- Requests are handled in the order that they are received.

Complete the following steps to access this page from any location within the Accountability (A-F Report Cards) application.

1. On the menu bar, click the **Your District** button. This displays the **District Summary** page.
2. In the data grid at the bottom of the page, click the **Go to School** link that corresponds to the school for which issues have been identified. This displays the **School Summary** page.



3. Click the **View or Submit a Data Verification Request** link. The **Submit or View a Data Verification Request** page displays.



The bottom of the page displays a data grid detailing requests that you submitted previously.

Note: It is important to understand that no data displays in this data grid if you have not previously submitted a review, clarification, or correction request. Each column in the grid is described below.

Column	Description
[Not Labeled]	This column displays a View link. Clicking the link opens the original request, allowing you to modify and submit the request again.
Submitted Date	The date on which the request was submitted.
Submitted By	The name of the user who submitted the request.

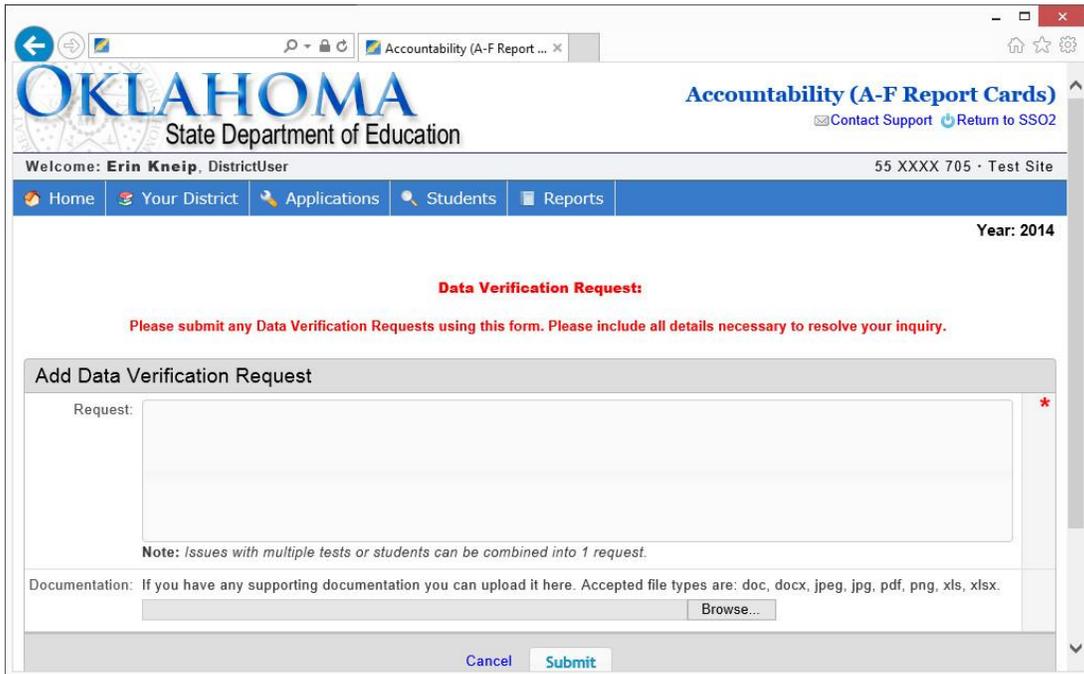


Column	Description
Status	The current status of the request. Statuses include the following: <ul style="list-style-type: none"><li data-bbox="558 554 1419 625">• Open—This status indicates that the request has been received, but has not yet been address by system administrators.<li data-bbox="558 653 1419 726">• Closed—This status indicates that the request has processed by system administrators and is considered complete.
Request	The text of the request, as submitted to system administrators.
Resolution	Once a system administrator has addressed a data verification request, this column displays request resolution details.

3.3.1 Submit a Data Verification Request

Complete the following steps to submit a data verification request.

1. On the Submit or View a Data Verification Request page, click the **Submit New Data Verification Request** link. This displays the **Add Data Verification** page.



The screenshot shows a web browser window displaying the 'Add Data Verification Request' page. The page header includes the Oklahoma State Department of Education logo and navigation links. The user is identified as Erin Kneip, DistrictUser. The page title is 'Accountability (A-F Report Cards)'. The main content area features a red heading 'Data Verification Request:' followed by a red instruction: 'Please submit any Data Verification Requests using this form. Please include all details necessary to resolve your inquiry.' Below this is a form titled 'Add Data Verification Request' with a 'Request:' text area. A note states: 'Note: Issues with multiple tests or students can be combined into 1 request.' There is also a 'Documentation:' section with a 'Browse...' button. At the bottom of the form are 'Cancel' and 'Submit' buttons.

2. Complete the fields, as appropriate. Refer to the “Page Fields” section on the following page for field definitions and requirements.
3. Click the **Submit** button.



Page Fields

The following fields are displayed on the **Add Data Verification Request** page.

Field	Description
Request	This text field allows you to describe the verification request. Be detailed and specific in your request, providing as much information as possible to ensure that administrative personnel fully understand your request.
Documentation	This field allows you to attach supporting documentation to your request. Document formats that can be attached include DOC, DOCX, XLS, XLSX, PDF, JPG, and PNG.



Appendix: Contact Information

The preferred method for submitting data correction requests is through the application interface, as detailed in this document. However, support can also be obtained by contacting the Office of Accountability directly using one of the following methods:

Telephone

405-522-5159

Email

accountability@sde.ok.gov



Index

A	
Accountability Document	
About.....	5
Content Notation	5
Intended Audience.....	7
Screen Data Notation.....	6
Add Data Verification Request Page	44
Application Access	8
Automatic Logout	14
C	
Corrections	
Data Verification Requests.....	41
Student Assessment Issues	31
Student Record Issues.....	17
Corrections Page	17, 31
D	
Data Verification Requests.....	41
Overview	16
Date of Birth Missing.....	22
E	
Edit a Test Record Page.....	34
ELL Status Mismatch	27
F	
FERPA Statement	10
First Name Mismatch.....	20
Free Reduced Mismatch	28
G	
Gender Mismatch	25
Grade Mismatch.....	30
H	
Home Page.....	11
I	
IEP Status Mismatch	26
Issues	
Date of Birth Missing	22
ELL Status Mismatch.....	27
First Name Mismatch.....	20
Free Reduced Mismatch.....	28
Gender Mismatch	25
Grade Mismatch	30
IEP Status Mismatch	26
Last Name Mismatch	21
Migrant Mismatch	29
Missing STN.....	19
Race Code Mismatch	24
Student Has Duplicate Test.....	23
L	
Landing Page.....	11
Last Name Mismatch	21
Log Out.....	14
Logout	
Automatic	14
Manual.....	14
M	
Manual Logout.....	14
Migrant Mismatch	29
Missing STN.....	19



N

Navigation12
Navigation Menu.....12
Navigation Trail (Breadcrumbs)13
No Score Code Rules37

R

Race Code Mismatch24

S

Student Assessment Issues
 Overview15
Student Details Page38
 Advanced Coursework40
 College Entrance Exams40
 Current Student Assessments39
 Demographic Details39
 Graduate/Cohort Records40
Student Has Duplicate Test23

S, continued

Student Record Issues
 Date of Birth Missing 22
 ELL Status Mismatch 27
 First Name Mismatch..... 20
 Free Reduced Mismatch 28
 Gender Mismatch 25
 Grade Mismatch 30
 IEP Status Mismatch 26
 Last Name Mismatch 21
 Migrant Mismatch 29
 Missing STN..... 19
 Overview 15
 Race Code Mismatch 24
 Student Has Duplicate Test..... 23
Submission Guidelines, Data Verification
 Requests 41
Submit or View a Data Verification Request
 Page 48