

Assessment Correction Report – Frequently Asked Questions (FAQ)

Question	Answer
<p>What should I expect to see in this report?</p>	<p>This report will contain all of the assessment records that are associated with your school for the previous summer, winter, and spring testing windows. Furthermore, there are a couple of important changes to this report compared to the previous year:</p> <ul style="list-style-type: none"> • The correction wizard that compared test demographics against each other is replaced with the “Student Testing Corrections Report.” This report compares the test information directly to the information in the WAVE. • The WAVE will be the official source of student demographic information. Please refer to the 4th question in this document (“How do I correct my data if there is an issue on this report?”) for more information on what this change means for you.
<p>How do I access this report?</p>	<p>First, log into your Single Sign-On account (https://sdeweb01.sde.ok.gov/SSO2/Signin.aspx). Next, select the Accountability (A-F Report Cards) application. After consenting to the FERPA agreement, click on “Your District” or “Your School” to go to the home page for your district/school. To access the data corrections page, click on the “Go to Corrections and Assessments Page” link for the school you want to review.</p>
<p>What is available to help me correct my data?</p>	<p>Once you log in, if you view click on the “Reports” tab on the blue bar at the top of the screen, you will be able to view a report called “Student Testing Corrections Report.” This report will display all records that do not match with what is reported in the WAVE. The issues included in this report are records:</p> <ul style="list-style-type: none"> • That have a missing or invalid STN • Where First Name does not match the WAVE or is missing • Where Last Name does not match the WAVE or is missing • Where Date of Birth does not match the WAVE or is missing • Where Race/Ethnicity does not match the WAVE • Where Gender does not match the WAVE • Where IEP status does not match the WAVE • Where ELL status does not match the WAVE • Where Free/Reduced Lunch Status does not match the WAVE

	<ul style="list-style-type: none"> • Where Migrant Status does not match the WAVE • Where Grade Level does not match the WAVE • Where ELL Proficient Status does not match the WAVE • That are a duplicate test (i.e., the same student taking the same test multiple time in a single test window)
<p>How do I correct my data if there is an issue on this report?</p>	<p>The WAVE will be used to supply current student demographics for reporting purposes. Please check the Student Corrections Report to view any records that do not match information from your Student Information System (SIS).</p> <p>If the error is one of the first four errors described in the previous question (STN, First Name, Last Name, Date of Birth), you should first check your SIS to verify that the student with that STN in your SIS is the student who actually took the test. If not, you should edit the STN <u>on the test record</u> to match with the STN from your SIS for the student who took the test and whose name is on the test record .</p> <p>After confirming that the STN on the test record matches the student in the WAVE, you may edit the first name, last name, or date of birth as necessary so that the test record is correct.</p> <p>For the remaining demographic errors, please follow the process described below:</p> <ul style="list-style-type: none"> • If the SIS is correct, you may edit the test record to match the SIS value. This will remove the record from the report. If you do nothing, the SIS value will automatically be used when the report closes. • If the current value in the SIS is incorrect and the student is currently enrolled at your school, please correct the information in your local system to remove the student from the Student Corrections Report. This will remove the record from the report when the SIS updates the WAVE overnight. The final SIS value will be used when the report closes. • If the value in the SIS is incorrect and the student is no longer at your school (i.e., you cannot change their current SIS (information), please submit a data verification request with the correct value. When the report closes, we will use this value. <p>Grade level mismatches are there for informational purposes. If the grade level in the WAVE is incorrect, you may fix it there.</p>
<p>The NFAY status on a</p>	<p>Please refer to the NFAY FAQ document for more information on how NFAY is determined. If after</p>

<p>test is incorrect. How can I change it?</p>	<p>reviewing that document and verifying your enrollment records, you still believe the status is incorrect, please use the A-F application to submit a data verification request.</p>
<p>What other reports are available on the “Reports” section to help me with my data correction?</p>	<p>Second Time Test Taker Report This report identifies all test records that are flagged as the second (or greater) time the student is taking this test. Any student who is not taking an EOI as the result of completing instruction for this first time is considered a second time tester for that subject. If there are any students who meet this definition but do not appear on the report, you will need to edit their test record appropriately. All tests that are not flagged as a second time test will be used in accountability reporting.</p> <p>Other reports may be added to this section as they become available.</p>
<p>If I make a change in my Student Information System, will it update the student corrections report?</p>	<p>Yes. This report is linked to your SIS. The information on the test record is compared to the current information in your SIS based on the STN. If the information in your SIS is updated (e.g., enrollment records, demographics, etc.), that information will be carried through to this report.</p> <p>For example, if the report identifies a correction is needed because the ethnicity on a test record does not match your SIS, and if you edit your SIS so that it matches the test record, then when the report updates overnight the test record will no longer be identified as needing a correction.</p>
<p>I requested this test to be invalidated, marked as other placement, etc., and it is not showing up. What do I need to do to fix this?</p>	<p>If a test record is supposed to be invalidated or marked with some other status, you should first verify that the request was submitted and approved via the Testing Status Application (Single Sign On -> Accountability (A-F) -> Applications). Next, you should check to see the test record has an error that would have prevented it from matching the invalidation request (e.g., an incorrect STN). If you correct any errors on the test record, the invalidation will then be applied once the data are returned to the testing vendor for final processing.</p>
<p>I requested a Demonstrated Mastery Exemption for this student. Why is the test record still showing up with a No Score Code of DNA?</p>	<p>As of the opening of the correction window, the demonstrated mastery records have not been matched to a test record.</p> <p>To verify that the student was exempted, use the blue bar at the top of the screen to navigate to “Applications” then choose “Alternate Exams/Demonstrated Mastery.” Make sure all filters are set to “All,” then type in the student name in the student search box. Once the student is selected, click on “Apply filters” to view the alternate exam records for the student. Any exemptions the student is set to receive will be listed under “Additional Information.” If the exemption is not present here, you may enter it at this time. Please refer to the Demonstrated Mastery guide for more information.</p> <p>If the exemption is present, there is no further action you need to take besides ensuring that the assessment has the correct STN (via the Student Corrections Report). The finalized demonstrated mastery exemptions will be supplied to the vendor to be included in their final reports.</p>

<p>Can I edit other data not included in the Student Corrections Report?</p>	<p>Yes. Other fields that are not compared with your SIS but are still editable include Second Time Test, No Score Code, Alt Ed, Title X, and Section 504.</p> <p>Second Time Test should be ‘No’ for any EOI student who is taking the test as part of completing instruction for the first time. Second Time Test should be ‘Yes’ for any student who is retesting or otherwise taking the test independently of instruction (e.g., out-of-state transfers). All test records where Second Time Test is ‘No’ will be used in accountability reporting.</p> <p>You may edit No Score Code for any record that does not have a valid score or does not already have a state approved no score code (e.g., emergency exemptions). The codes you can choose from are:</p> <ul style="list-style-type: none"> • DNA – the student was present in school but did not complete or attempt the test • ABS – the student was absent during the test administration • NLE – the student was not enrolled in the school during the testing window (this code is not appropriate for students who are still enrolled in school but are no longer taking the class tied to the EOI) • AP – already passed the test (either the EOI itself or via an alternate exam; this only applies when Second Time Test is ‘Yes’) • OAAP – The student is taking the assessment for students with the most significant cognitive disabilities • Other – The student did not take the test for a reason not covered by any other code <p>Please note that among these codes, only NLE will remove a student completely from accountability reporting (unless Second Time Test is ‘Yes’). The remaining codes require that the student has another test record with a valid performance level in order to be removed from accountability reporting.</p>
<p>I already addressed all of the issues in the student correction report, why would new ones appear today?</p>	<p>The test data are compared against your SIS in real time to check for any discrepancies. If you edit a test record so that it no longer matches with your SIS, it will begin to appear in the student testing corrections report.</p> <p>Likewise, if the information for the student was changed in your SIS so that it no longer matches with a test record for that student when it previously did, that record will begin to appear in the student testing corrections report.</p>

Why is this test showing up with a not tested code of DNR-D?

A student may only have one valid test score per subject per test administration. If a student takes the same exam and receives a valid score multiple times within the same testing window, then the first exam taken chronologically will stand as the test of record whereas the other ones will be marked as DNR-D.

Note: This does not apply to students that invalidated an Operational Form to take an Equivalent Form. For mobile students who take the same exam at different schools, DNR-Ds will not count against a school's participation rate.