District Guidance for the DVR Window

Districts may review the OSTP/OAAP assessment data used in Accountability via the Accountability Reporting application in Single Sign-On (SSO). Use this application to review your school/district student assessment records. These records are populated from the district-certified PreCode and Demographic Overlay, as well as testing vendor information and enrollment records submitted to the Wave from your local SIS.

The Data Verification Request (DVR) window is an opportunity to review these data and request verification of any record(s) that may be incorrect. **Below is a list of guiding questions to assist in the review of your information.** If there are any discrepancies, please submit a DVR explaining what you would like reviewed and any pertinent documentation supporting the needed update (if available). These DVRs are reviewed by a member of the Accountability team and resolved. If your data are correct, no DVR is necessary.

Student Assessment Records

We recommend beginning your review in the Student Assessments view after selecting a school site. From here, working left to right, review the following (you can filter by any of the columns to focus your review):

STN/Student Name

- Were all of these students enrolled at your school?
- Are there any students who are missing?
- Do any of the students have a different STN in your SIS?

Test Type

- Do all students who took the Alternative Assessment (OAAP) have an OAAP assessment record?

Grade

- Does the student's grade level match the enrolled grade in your SIS?

NFAY

- Does the student's NFAY value match your records? As a reminder, NFAY rules are as follows:
  A student shall be considered a FAY student if the student is enrolled within the first twenty (20) instructional days of the school's instructional year and has not experienced an enrollment lapse of ten (10) or more consecutive instructional days prior to the start of the testing window (April 2, 2018).

NFAY	Meaning
0	FAY. Student did not have gap of 10 or more consecutive instructional days
1	Student is NFAY at school level, but FAY for district and state
2	Student is NFAY for school and district, but FAY for state
3	Student is NFAY for school, district, and state
4	Student does not have valid enrollment at this school*

* An NFAY value of 4 may indicate either an error in the enrollment records submitted to the WAVE or an incorrect STN number.

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NoScoreCode

This column will be blank for any student who will receive a valid score from the testing vendor. If there is a NoScoreCode, please review to ensure accuracy. The valid codes are as follows:

- DNA (Did Not Attempt) - The student did not attempt at least 5 questions on the assessment. This is equivalent to being absent.
- DNR (Do Not Report) - This record was generated in error and should not be reported.
- EE (Emergency Exempt) - A request was submitted through the Testing Status Application for this student and granted.
- INV (Invalidated) - This test was invalidated by the testing vendor or the Office of Assessments.
- NLE (No Longer Enrolled) -This student exited prior to the scheduled testing date.
- OAAP –This student has an alternative assessment with a valid score, so the OSTP record will be excluded. Only the OAAP record will be used for accountability.

Test Date

- If the student has multiple tests with a valid score in one subject, the earliest is used for accountability. Are both test dates accurate? Or was the later assessment a breach form?

Other Placement

- Have all Other Placement students been appropriately identified?

Recently Arrived English Learner

- Are all students who are in their first or second year of education in the US appropriately identified as RAEL = 1 or 2?

If upon review of these fields you notice **any discrepancies**, check the box to the left of the record in question to request review by the Accountability team. You may select more than one record at a time if there is a common issue that pertains to multiple records. Please provide a detailed description of the issue in your request to allow our team to research and review your request in a timely manner. Note that although *scale scores and performance levels* are viewable during this window, we do not anticipate DVRs regarding specific scores. The Office of Accountability cannot update scores or performance levels. Discrepancies would need to be addressed with the assessment vendor.

Missing Records

If, upon review of the student assessment records, there is a student or specific assessment record *missing* from the Student Assessment view, select the "Create DVR for Missing Assessment(s)" button toward the top of the screen. This allows you to submit a STN and test type/subject for which there is a missing record. This feature should only be used if *no* student assessment record for that student currently exists for that subject.

Next Steps (After submitting a DVR)

As DVRs are submitted, Accountability team members will review the request and research the appropriate data. It is possible that a team member may request additional clarification or documentation. If so, they will change the DVR status to "Information Required," and an email will be

sent to whomever submitted the request. A DVR will be "Closed" following: 1) An update to the appropriate field after review; or 2) Verification that the value in question is valid, accompanied by explanation. You can check the status of all DVRs submitted, by selecting the "Data Verifications" tab from the top menu on the page.

*Please note, this window is different in nature from the reports completed in the Wave's portal. No certification is required. Once your data are accurate, no further action is needed.

Audits

The Office of Accountability is committed to ensuring accurate, valid data. As such, we frequently conduct reviews (audits) of the data to identify inconsistencies, invalid values, unexpected data, etc. If, upon review, your district has students or assessment records that were identified during one of these reviews, an email will be sent to navigate to the "**Audits**" screen. Here, there will be a description of the audit, affected STN(s), and impact of the audit. Depending on the nature of the audit, this may be to inform the district of required update to their SIS, or to request additional information. Although an email notification will be sent as audits appear on this screen, we recommend regular review to ensure that all appropriate parties are aware of updates and/or information requests.

For questions on the DVR Window, or for assistance reviewing your assessment data, please contact the Office of Accountability at (405) 522-5169 or accountability@sde.ok.gov.