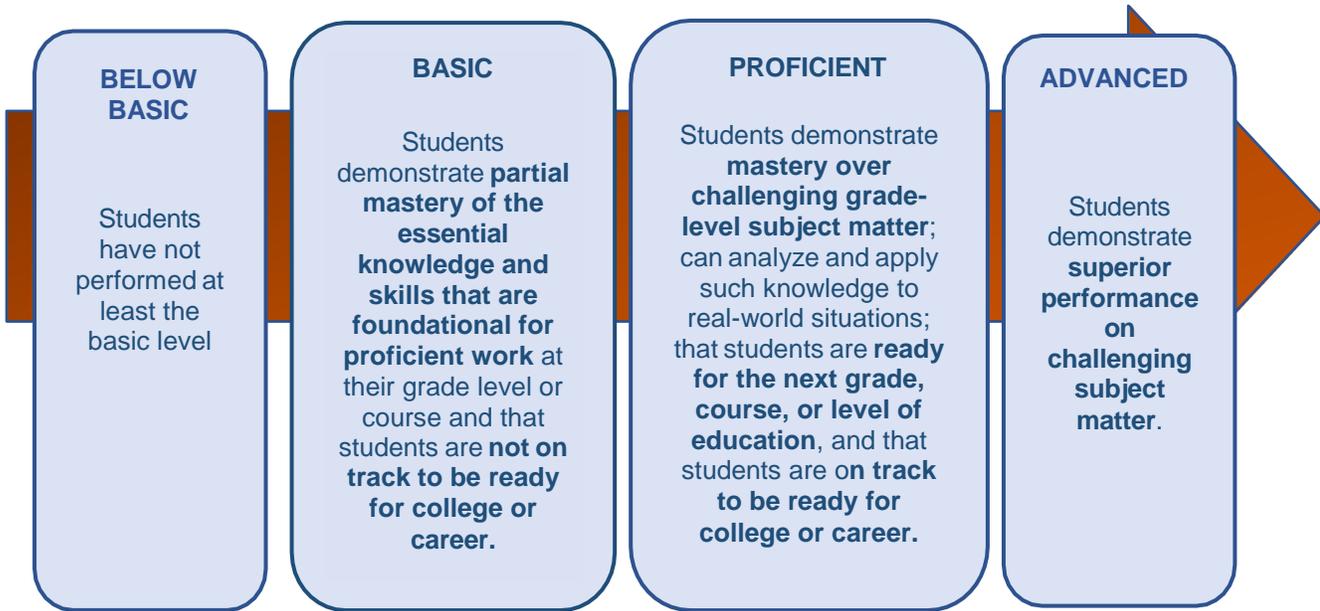


ASSESSMENT CORRECTION | ACCOUNTABILITY REPORTING

State summative assessment scores serve as a single measure of students' knowledge, skills, and abilities relative to the Oklahoma Academic Standards (OAS). Public reporting of student performance on summative state assessments communicate how well schools are supporting groups of students in being ready for the next course, grade, or performance level. These outcomes are reported at one of four performance levels:



SY 2021–2022 data specific to the grades 3-8 and 11 assessments will be reviewed during the Assessment Correction Window. Reviewing these data will later assist school leaders and other stakeholders in:

- asking questions to gauge how well curricular and instructional programs and interventions are working to support ALL students in making progress towards mastering grade-level standards;
- making connections with site-level data and data from other measures (e.g., previous year's attendance, students' participation within various learning environments [traditional, blended, distance or virtual], etc.); and
- identifying what is working and what may need to improve to plan next steps.

Data reviewed and verified through the **Assessment Correction Window** process will be used to calculate the percentage of students who participated in testing, as well as the proficiency levels of these students for each grade and subject. Because of this, districts are asked to review assessment related records for their students in grades 3-8 and 11 to ensure that **demographic information** is accurate and to request changes to **NFAY/FAY** status and **NoScoreCodes** as needed using the DVR process.

We strongly encourage you to engage with this review process, as this Assessment Correction Window serves as the only opportunity to review SY 2021-22 student-level assessment data.

ASSESSMENT CORRECTION | ACCOUNTABILITY REPORTING

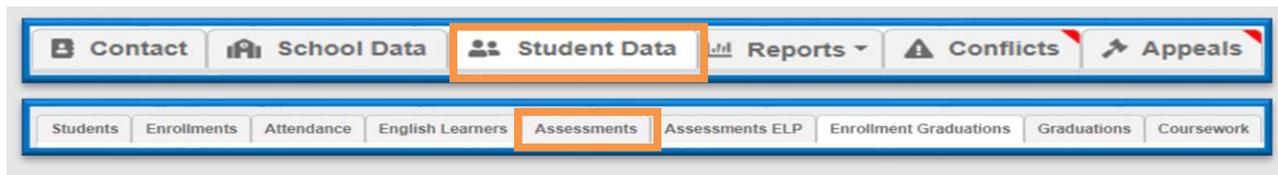
Following this Assessment Correction Window, these school-level data will be used to calculate measures for the Oklahoma School Report card for SY 2021–2022. A Calculation Verification Review (CVR) window will open after this window closes and all DVRs have been resolved. During the CVR window, schools will be able to review the calculations for related assessment indicators **but will not be able to request changes to data.**

Getting Started

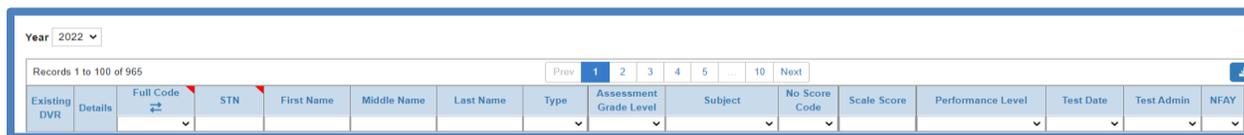
Sign into your Single Sign-On account and choose Accountability Reporting.



From Accountability Reporting, click on **STUDENT DATA** and then choose **ASSESSMENTS**. If you are a district user, you will first need to choose a school.



This will open a table that displays all student records for SY 2021–2022 related to spring assessments. In the **Year** drop down menu, make sure that **2022** is selected. The Assessment table on the Accountability Reporting application displays student-level data for all students who had an enrollment record at your site through the testing window for SY 2021–2022.



You may need to use the scroll bar at the bottom of the table to view all the columns.



Student records displayed in the Assessment table come from your local student information system (SIS) via the Wave. Because of this, we ask that you **make sure to update demographic information for SY 2021–2022 in your local SIS before it stops sending data to the Wave, as needed.**

- ✓ Note: If your SIS has been “rolled over” or “rolled up” to SY 2022–2023, meaning that 2022 data is no longer able to be sent to the WAVE, check demographic information using the **Student tab**. If demographic information needs to be updated, we ask that you create a DVR request on the **Assessment tab**. Please note that you will be able to check [multiple student records](#) and submit the request through a single DVR.

The Assessment Review process is comprised of two phases:

Students with a DNA (Did Not Attempt) code and Reviewing Non-DNA Assessment Records

Students with a DNA code

First, filter the **No Score Code** column to **DNA (Did Not Attempt)**. Doing so will allow you to review records for students that Did Not Attempt and create a DVR when needed (e.g., student exited before the day of the scheduled subject test, student took a paper-pencil test, or student moved during the testing window).

The screenshot shows a web interface for reviewing assessment records. At the top left, there is a 'Year' dropdown menu set to '2022'. Below this, a table header is visible with columns: Existing DVR, Details, Full Code, STN, First Name, Middle Name, Last Name, Type, Assessment Grade Level, Subject, No Score Code, Scale Score, and Performance Level. The 'No Score Code' column has a dropdown menu open, showing 'DNA' selected. The interface also indicates 'Records 1 to 26 of 26'.

Scale Scores for students who have a No Score Code of DNA will show as either a -1 or in some cases as 0.

- A **Scale Score** of negative one (-1) indicates that we did not receive a score for the student or that the student logged on but did not do enough to receive a score (e.g., the student only answered one question).
- A **Scale Score** of zero (0) indicates that we did not receive a score and may be expecting a score (e.g., student was expected to take the US History test and will receive a score once standard setting has been completed).

While not comprehensive, common scenarios for DNAs are shown in the table below. Use this guidance when [Creating and Submitting a DVR](#)

Scenario	Sample Request and Supporting Documentation
<p>Student withdrew during the testing window before they were scheduled to test</p>	<p>Sample Request: Student withdrew on prior to the testing date as documented by our testing calendar</p> <p>Suggested Supporting Documentation: Testing calendar and withdrawal form signed by parent, notation in local SIS, records request from receiving school, etc.</p> <p>Note: Please make sure to update the enrollment record in your local SIS</p>

ASSESSMENT CORRECTION | ACCOUNTABILITY REPORTING

<p>Student has a duplicate test record</p>	<p>Sample Request: This student tested as indicated by the student's record with score for testing date ...</p> <p>Suggested Supporting Documentation: <u>no</u> documentation needed if the student record is displayed in the table</p>
<p>Student has duplicate test record and was not enrolled on test date</p>	<p>Sample Request: The student tested in Reading but withdrew on 4/23/2022, prior to the administration of the Math test. Please delete the "duplicate" DNA math record and keep the correct No Longer Enrolled (NLE) math record.</p> <p>Suggested Supporting Documentation: Testing calendar and withdrawal form signed by parent, notation in local SIS, records request from receiving school, etc.</p>
<p>Student's grade level changed after pre-code (before the testing window) and the student has a test record for another grade level</p>	<p>Request Example: This student changed grade levels from ___grade to ___grade on (date) and has a valid test score for grade ____</p> <p>Suggested Supporting Documentation: notation in local SIS showing date when grade level was changed</p> <p>Note: Students enrolled in grade 10 for SY 2021, who were in grade 11 for precode SY 2022 and changed to grade 12 are still expected to test. <i>Please refer to 70 O.S. § 1210.508, as all Oklahoma High school students are expected to test before being granted a diploma</i></p>
<p>Student has an OAAP score</p>	<p>Request Example: Student has an OAAP score</p> <p>Suggested Supporting Documentation: No documentation needed</p>
<p>Student took a paper/pencil test</p>	<p>Request Example: Student took a paper/pencil test</p> <p>Suggested Supporting Documentation: Testing booklet number and date the student took the test</p>
<p>Student was approved for an emergency exemption</p>	<p>Please note, that approved emergency exemptions should have a No Score Code of EE, if the No Score Code is still showing as DNA, please provide the Exemption ID number from the previously approved Testing Status Application.</p>

ASSESSMENT CORRECTION | ACCOUNTABILITY REPORTING

Reviewing Non-DNA Assessment Records

Use the guiding questions provided here to support your review of records related to each column in the assessment table. [Create and submit DVRs](#) as needed.

STN/Student Name

Were all students enrolled at your school?

- **If no**, create a DVR for each student to provide documentation that supports where the student went after exiting your site (e.g., withdrawal form signed by parent).
- Do any of the students have a different STN in your SIS?
 - **If yes**, create a DVR and provide documentation of the other STN.
- Are there **STNs** with no names?
 - **If yes**, create a DVR and provide documentation that shows this student is enrolled at your site, or not enrolled at your site.

Type

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

- **If no**, create a DVR and provide documentation that shows the student took the OAAP (e.g., student's scores).

Assessment Grade Level

Does the student's grade level match the enrolled grade in your SIS? For example, student was 3rd grade during precode but was promoted to 4th grade during the testing window. Student would still be expected to take the 3rd grade assessment.

- **If no**, create a DVR and provide documentation (e.g., student's scores to show which test they took).
- **Please note** that 11th grade CCRA for ELA, Math, Science and History will show as HS and you will not need to create a DVR for these records.

NFAY (Non-Full Academic Year)

Does the student's NFAY value match your records?

- **If no**, create a DVR, provide documentation, and make sure the enrollment record is correct in your local SIS if your local SIS has not been "rolled over"

ASSESSMENT CORRECTION | ACCOUNTABILITY REPORTING

Note: A student is considered **Full Academic Year (FAY)** if the student enrolled within the first twenty (20) instructional days and has not had an enrollment lapse of **ten (10) or more consecutive instructional days** prior to the start of the testing window, (April 20, 2022 for OSTP, April 4, 2022 CCRA Science and ACT or SAT testing dates). Students' FAY status is determined by enrollment, *not* attendance.

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 Note: An NFAY value of four (4) may indicate either an error in the enrollment records submitted to the WAVE or an incorrect STN number.

Test Date

Does a student have more than one test score for the same subject?

- If the later date was a breach form, create a DVR and provide documentation (e.g., notation from Cognia that a breach form was used).

Are all your Other Placement students identified?

- **If no**, you will not need to create a DVR. Please make sure that the basis of **the later test score and date was not for a breach**, the earliest date will be used for reporting (e.g., two math scores with different testing dates) and **you do not need to create a DVR.**

Other Placement

Are all your Other Placement students identified?

- **If no**, you will not need to create a DVR. Please make sure that the basis of admission is correct in your local SIS and if it is not, please update. As a reminder, OHP students are counted at the State level of public reporting, *not* at school or district reporting.

Recently Arrived English Learner (RAEL)

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

- **If no**, create a DVR, provide documentation and update the entry record in your local SIS based on the codes shown [here](#).

ASSESSMENT CORRECTION | ACCOUNTABILITY REPORTING

Reminder: Student records displayed in the Assessment table come from your local student information system (SIS) via the Wave. Because of this, we ask that you **make sure to update demographic information for SY 2021–2022 in your local SIS before it stops sending data to the Wave**, as needed.

- **Note:** If your SIS has been “rolled over” or “rolled up” to SY 2022 –2023, meaning that SY 2021 –2022 data is no longer able to be sent to the WAVE, check demographic information using the **student tab**. If demographic information needs to be updated, we ask that you create a DVR request on the **Assessment tab**. Please note that you will be able to check multiple student records and submit the request through a single DVR.

Creating and Submitting a Data Verification Request (DVR)

- During your review, you may encounter student records that will necessitate review by an OSDE staffer. You can prompt further review by creating a DVR, which can be done by following these steps:

Single Student Record

- Check the **DVR** box beside the specific assessment record you wish to have reviewed by OSDE staff.

Year	Full Code	STN	First Name	Middle Name	Last Name	Type	Assessment Grade Level	Subject	No Score Code	Scale Score
2022						OSTP	06	English Language Arts	DNA	-1
						OSTP	06	Mathematics	DNA	-1
						OSTP	05	English Language Arts	DNA	-1
						OSTP	05	Mathematics	DNA	-1
						OSTP	05	Science	DNA	-1

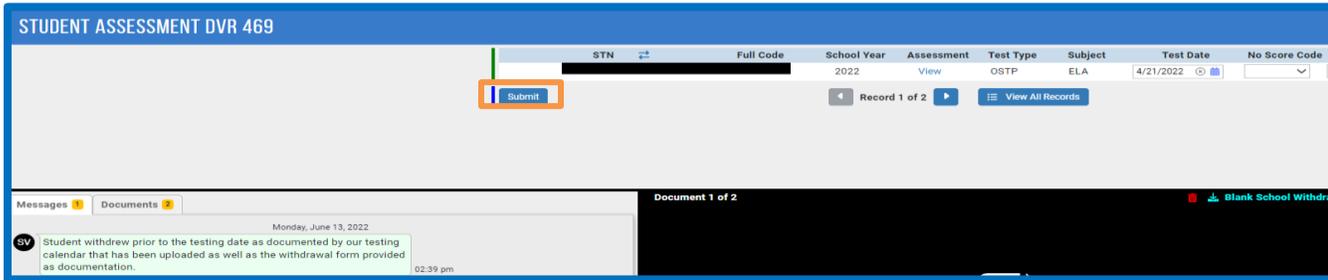
This will open the APPEAL SELECTION page and activate the **Create DVR for Existing Assessment(s)** button at the top right of the spreadsheet as shown below

Create DVR	Details	Type	Assessment Grade Level	Subject	No Score Code	Scale Score	Performance Level	Test Date
- DVR	View	OSTP	06	English Language Arts	DNA	-1		
+ DVR	View	OSTP	06	Mathematics	DNA	-1		

Notice that an orange circle **1** appears beside the **Create DVR for Existing Assessment(s)** button to show the number of assessment records you are including in the DVR being created for the individual student.

ASSESSMENT CORRECTION | ACCOUNTABILITY REPORTING

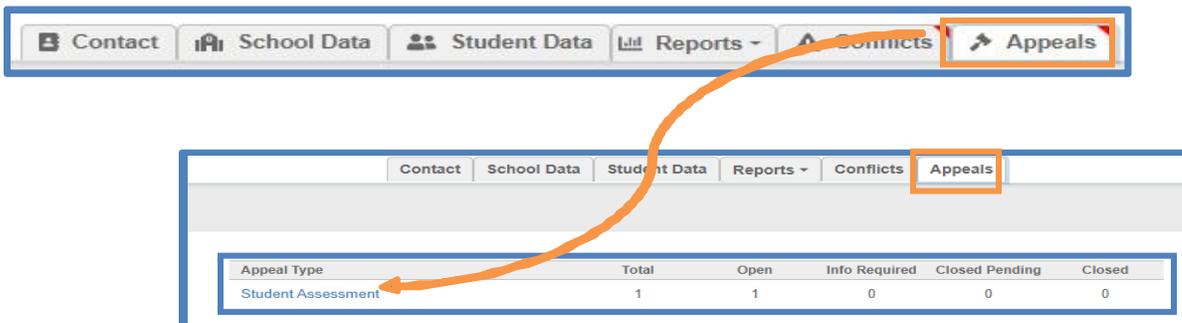
The DVR screen below will open, and users will need to type an explanation of the request in the message box located on the **Messages** tab and click **send**. If needed, upload supporting documentation on the **Documents** tab. To finalize the DVR appeal, press the **Submit** button as shown below. Please note: a message must be typed and sent in the message box in order to successfully submit a complete DVR.



Once you have created a DVR by clicking **Submit**, a gavel will appear in the Assessment table to show that a DVR has been created.



DVRs are also visible in your **Appeals** tab allowing you to monitor progress and determine the resolution.



All DVRs are reviewed and researched by a member of the Accountability team. While reviewing, a member of the Accountability team may reach out with a **time-sensitive** request of additional information or documentation needed. If this occurs, you will receive an email alert that further information is required for the DVR appeal. Once fully reviewed, a resolution will be provided in the message box of each DVR appeal and the status of the DVR will be changed to closed.

If you have any questions, please reach out to the Office of Accountability at accountability@sde.ok.gov or call 405-522- 5169.