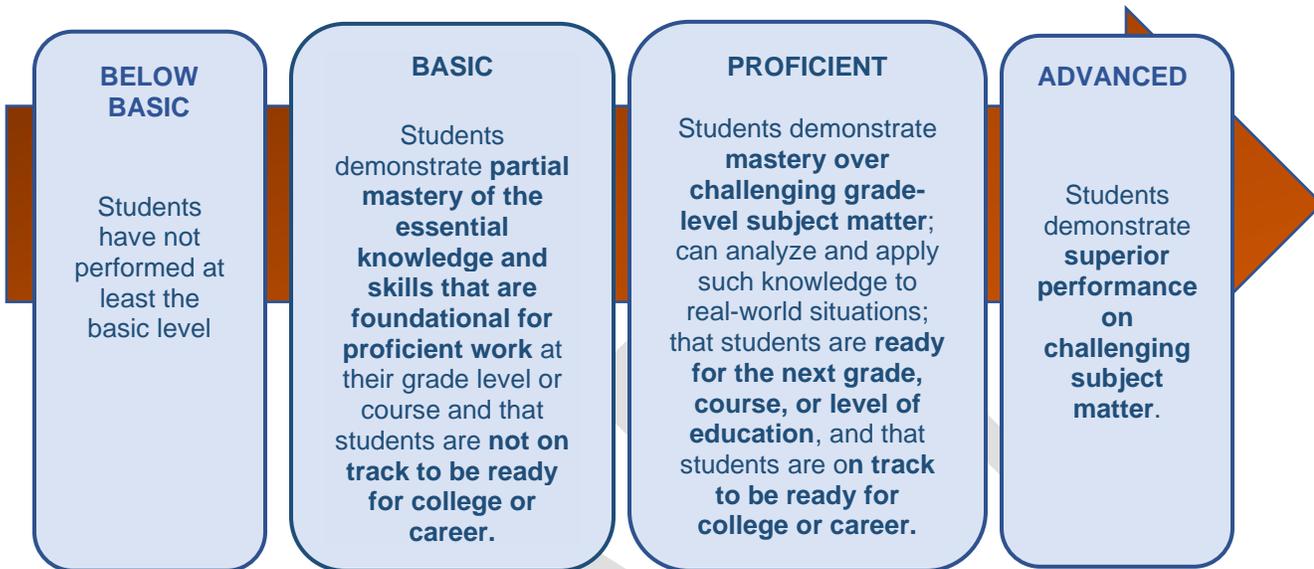


ASSESSMENT CORRECTION | ACCOUNTABILITY REPORTING

State test 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, as shown below.



SY 2021 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 to:

- ask 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;
- make 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.);
- identify 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. Following this Assessment Correction Window, these school- and district-level data will be publicly reported for SY 2021, and student-level data will be available within the Accountability Reporting application on Single Sign-On. Prior to public reporting, the Assessment Data Review process facilitated through the Accountability Reporting application in Single Sign-On will allow schools to:

- Review student assessment records for SY 2021 specific to
 - OSTP grades 3-8 for English Language Arts and math,
 - OSTP grades 5 and 8 for science,
 - CCRA grade 11 English Language Arts, math, and science, and
 - OAAP for English Language Arts, math



ASSESSMENT CORRECTION | ACCOUNTABILITY REPORTING

- Create **DVR** requests and upload documentation for records you wish to have reviewed (e.g., student is not showing in the table, but you have an assessment record; student's NFAY or FAY status is incorrect).

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. The Assessment Review process is comprised of two phases:

- **First**, we ask that you **filter** the **No Score Code** column to **DNA (Did Not Attempt)**. Then review records and **create a Data Verification Request (DVR)** for each student with a **DNA** code to explain why the student did not test and upload supporting documentation (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) and then
- Review **remaining student records** and **create and submit DVRs** to request record updates as necessary.

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 related to spring assessments. In the **Year** drop down menu, make sure that **2021** is selected.

A screenshot of a web application interface. At the top left, there is a "Year:" label followed by a dropdown menu showing "2021". Below this, there is a pagination bar with "Records 1 to 100 of 440" on the left and "Prev 1 2 3 4 5 Next" on the right. The main part of the screenshot is a table with the following columns: "DVR" (with a checkbox), "Details", "STN", "First Name", "Middle Name", "Last Name", "Type" (with a dropdown arrow), "Assessment Grade Level" (with a dropdown arrow), "Subject" (with a dropdown arrow), "No Score Code" (with a dropdown arrow), "Scale Score", "Performance Level" (with a dropdown arrow), and "Test Date".

DVR	Details	STN	First Name	Middle Name	Last Name	Type	Assessment Grade Level	Subject	No Score Code	Scale Score	Performance Level	Test Date
<input type="checkbox"/>												

ASSESSMENT CORRECTION | ACCOUNTABILITY REPORTING

Use the scroll bar at the bottom of the table and scroll to the right to view all of columns in the table

Test Admin	NFAY	Other Placement	Recently Arrived EL	Process Include
------------	------	-----------------	---------------------	-----------------

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 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, meaning that 2021 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.

1. Students with a DNA (Did Not Attempt) code

Filter the **No Score Code** column to show **DNA** (Did Not Attempt).

You will notice that either a zero (0) or negative one (-1) is displayed in the **Scale Score** column.

DVR	Details	STN	First Name	Middle Name	Last Name	Type	Assessment Grade Level	Subject	No Score Code	Scale Score
<input type="checkbox"/>	View					OAAP	05	Mathematics	DNA	-1
<input type="checkbox"/>	View					OAAP	05	Reading	DNA	-1
<input type="checkbox"/>	View					OAAP	05	Science	DNA	-1

- A **Scale Score** of zero (0) indicates that we did not receive a score for this student and we expected to receive a score.
- A **Scale Score** of negative one (-1) indicates that the student logged on but did not do enough to receive a score (e.g., the student only answered one question).



ASSESSMENT CORRECTION | ACCOUNTABILITY REPORTING

[Create and Submit a Data Verification Review](#) (DVR) request for each record or records by checking the **DVR** box beside the student's name. Common DVR scenarios are shown in the table on the next page.

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>
<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 documentation</u> 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 and Science but withdrew on 4/23/2021, prior to the administration of the Math test. Please delete the "duplicate" DNA math record below 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 2020, who were in grade 11 for precode SY 2021 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>

ASSESSMENT CORRECTION | ACCOUNTABILITY REPORTING

Student has an OAAP score	<p>Request Example: Student has an OAAP score</p> <p>Suggested Supporting Documentation: No documentation needed</p>
Student took a paper/pencil test	<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>
Student was approved for an emergency exemption	<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 approved Testing Status Application.</p>

2. Reviewing Non-DNA Assessment Records

Use the guiding questions and guidance to review remaining assessment records related to each column in the table. [Create and submit DVRs](#) as needed.

STN	Type	Assessment Grade Level	NFAY	Test Date	Other Placement	Process Include	Recently Arrived EL
-----	------	------------------------	------	-----------	-----------------	-----------------	---------------------

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 any students who are missing?

- ✓ **If yes**, click the create a **DVR for Missing Assessment**, update the enrollment in your local SIS if it has not already “rolled” over, and provide documentation that shows the student's scores

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.



ASSESSMENT CORRECTION | ACCOUNTABILITY REPORTING

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"

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 6, 2021 for OSTP, March 18, 2021 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).
- ✓ **If 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 of 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](#).

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 **update demographic information in your local SIS prior to rolling it over**, as needed.

- ✓ **Note:** If your SIS has been “rolled over” for SY 2021, meaning that 2021 data is no longer able to be sent to the WAVE, you can 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 in one 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 record you wish to have reviewed by OSDE staff. This will activate the **Create DVR for Existing Assessment** button at the top of the spreadsheet as shown below-
- Notice that an orange circle **1** appears beside the Create DVR for Existing Assessment to show the number of DVRs you have created.

- Click the **Create DVR for Existing Assessment** button to open a window that allows you to explain your request and upload supporting documentation as needed. Notice that this request has one record.

- Click the **Save and Close** button at the top of the display when you have completed your DVR request and uploaded supporting documentation as needed.



Same Student- Multiple Assessment Records

- Check the **DVR** boxes beside the student's STN for the assessment records you wish to have reviewed by OSDE staff. Notice that this request has three records.

Year: 2021 Create DVR for Missing Assessment(s) Create DVR for Existing Assessment(s) ³

Records 1 to 21 of 21

DVR	Details	STN	First Name	Middle Name	Last Name	Type	Assessment Grade Level	Subject	No Score Code	Scale Score
<input type="checkbox"/>									DNA	
<input checked="" type="checkbox"/>	View					OAAP	05	Mathematics	DNA	-1
<input checked="" type="checkbox"/>	View					OAAP	05	Reading	DNA	-1
<input checked="" type="checkbox"/>	View					OAAP	05	Science	DNA	-1

- Click the **Create DVR for Existing Assessment** button to open a window that allows you to explain your request and upload supporting documentation as needed.
- Click the **Save and Close** button at the top of the display when you have completed your DVR request and uploaded supporting documentation as needed.

Cancel
Save
Save and Close

Multiple Student Records

The multiple records option should be used in cases where student records have the same explanation and documentation. There are two options for creating a multiple student records request.

- Option One:** Filter the table to aggregate student records and then check the DVR box at the top of the column. Notice that this request has five records.
 - For example, students took the OAAP, are showing as DNA and you have the student's scores.

Year: 2021 Create DVR for Missing Assessment(s) Create DVR for Existing Assessment(s) ⁵

Records 1 to 5 of 5

DVR	Details	STN	First Name	Middle Name	Last Name	Type	Assessment Grade Level	Subject	No Score Code	Scale Score
<input type="checkbox"/>						OAAP			DNA	
<input checked="" type="checkbox"/>	View					OAAP	05	Mathematics	DNA	-1
<input checked="" type="checkbox"/>	View					OAAP	05	Reading	DNA	-1
<input checked="" type="checkbox"/>	View					OAAP	05	Science	DNA	-1
<input checked="" type="checkbox"/>	View					OAAP	04	Mathematics	DNA	-1
<input checked="" type="checkbox"/>	View					OAAP	04	Reading	DNA	-1



ASSESSMENT CORRECTION | ACCOUNTABILITY REPORTING

- **Option Two:** Check the box beside multiple student records
 - For example, your SIS has already rolled over for SY 2021 and demographic information showing on the Student tab needs to be updated to show that a group of students should be coded as Economically Disadvantaged. **Please note**, you will only need to check one record for each student.

Year: 2021

Create DVR for Missing Assessment(s) **Create DVR for Existing Assessment(s)** ⁴

Records 1 to 100 of 440 Prev 1 2 3 4 5 Next

DVR	Details	STN	First Name	Middle Name	Last Name	Type	Assessment Grade Level	Subject	No Score Code	Scale Score
<input type="checkbox"/>	View					OSTP	04	Mathematics		290
<input checked="" type="checkbox"/>	View					OSTP	04	Reading		278
<input type="checkbox"/>	View					OSTP	05	Mathematics		258
<input checked="" type="checkbox"/>	View					OSTP	05	Reading		0
<input type="checkbox"/>	View					OSTP	05	Science		291
<input type="checkbox"/>	View					OSTP	03	Mathematics		294
<input checked="" type="checkbox"/>	View					OSTP	03	Reading		277
<input type="checkbox"/>	View					OSTP	03	Mathematics		319
<input checked="" type="checkbox"/>	View					OSTP	03	Reading		299
<input type="checkbox"/>	View					OSTP	03	Mathematics		297

- Click the **Create DVR for Existing Assessment** button to open a window that allows you to explain your request and upload supporting documentation as needed. Notice that there are **four records** in this request.

REQUEST

Type request here...
▲ Please type in a request before saving (minimum 20 characters)

SUPPORTING DOCUMENTS

[Upload...](#) Accepted file types are: .pdf, .doc, .docx, .xls, .xlsx, .jpg, .png, .csv, .txt
 -- No Documents --

SELECTED STUDENT ASSESSMENTS

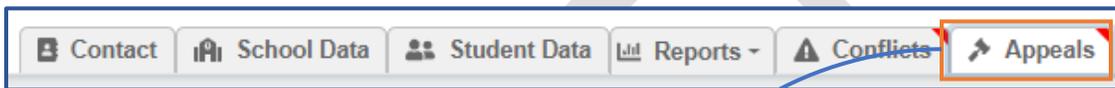
School Year	STN	Name	Type	Assessment Grade Level	Subject	No Score Code	Test Date	Test Admin	NFAY	Other Placement
<input checked="" type="checkbox"/>			OAAP	05	Mathematics	DNA		Spring	0	0
<input checked="" type="checkbox"/>			OAAP	05	Reading	DNA		Spring	0	0
<input checked="" type="checkbox"/>			OAAP	05	Science	DNA		Spring	0	0
<input checked="" type="checkbox"/>			OAAP	04	Mathematics	DNA		Spring	0	0
<input checked="" type="checkbox"/>			OAAP	04	Reading	DNA		Spring	0	0

ASSESSMENT CORRECTION | ACCOUNTABILITY REPORTING

- Click the **Save and Close** button at the top of the display when you have completed your DVR request and uploaded supporting documentation as needed.



- Once you have created a DVR by clicking save and close, 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.



A screenshot of the 'Appeals' tab interface. It shows a 'Submitted Year' dropdown set to '2021'. Below it is a table with the following data:

Appeal Type	Total	Open	Info Required	Closed Pending	Closed
Student Assessment	1	1	0	0	0

The table is highlighted with an orange box, and a blue arrow points from the text above to the 'Student Assessment' row.

All DVRs are reviewed and researched by a member of the Accountability Team. While reviewing, a member of the team may reach out with a time-sensitive request if additional information is needed. A resolution for each DVR will be provided in your Appeals tab.

DVR Complete	Request	Resolution
✓	The student tested in Reading but withdrew on 4/18/19 prior to administration of the Science and Math. She did re-enroll, but not until 5/7/19, after the testing window had closed. Please delete the "duplicate" DNA math record below and keep the correct NLE math and science.	student was not enrolled during the math assessment. Math assessment will be updated to NLE
✓	The student tested in Reading and Science but withdrew on 4/23/19, prior to the administration of the Math test. Please delete the "duplicate" DNA math record below and keep the correct NLE math record.	verified that the student left prior to testing the majority of students for Math. The DNA will be updated to DNI (do not report - duplicate) since we already have record with NLE.

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

