

# ENGLISH LANGUAGE PROFICIENCY (ELP) ASSESSMENT DATA VERIFICATION TOOLKIT



**OKLAHOMA**  
Education

The purpose of the English Language Proficiency (ELP) Assessment Data Verification (DVR) Window is to provide districts the opportunity to review and correct student participation and performance data related to the WIDA Kindergarten ACCESS, ACCESS for ELLs and Alternate ACCESS for ELLs assessments. Completing this review process will require site and/or district-level access in the Accountability Reporting application.

## Before starting, please note the following points:

- The Accountability Reporting application will assign a DNA (Did Not Attempt) code in any instance where the system was expecting a score, and none was received.
- If not addressed, a student assigned a DNA code will be included in all applicable, current year site accountability measures.
- The processes outlined below allow district staff to identify those students assigned a DNA code(s) and provide documentation through the DVR process that may justify a change of status and the exclusion of the student from site Accountability measures.
- A district may contest an assigned DNA code at local discretion.
- A DNA code assigned due to the presence of a “[significant medical emergency](#)” required an Emergency Medical Exemption to be submitted **within the ELP assessment window**. A DVR submitted in the ELP Assessment Correction Window to address such a DNA will not be reviewed.

## No Score Code

- DNA (Did Not Attempt) - The student did not attempt the ELP 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 DRC or the Office of English Language Proficiency.
- NLE (No Longer Enrolled) - This student exited prior to the scheduled testing date.

## Focus review and DVR submission efforts on identifying:

- Errors in student demographic information (Name, STN, Test Type, etc.)
- Domain scores that require merging
- Missing domain and/or composite scores
- Issues relating to student FAY\* (Full Academic Year) status

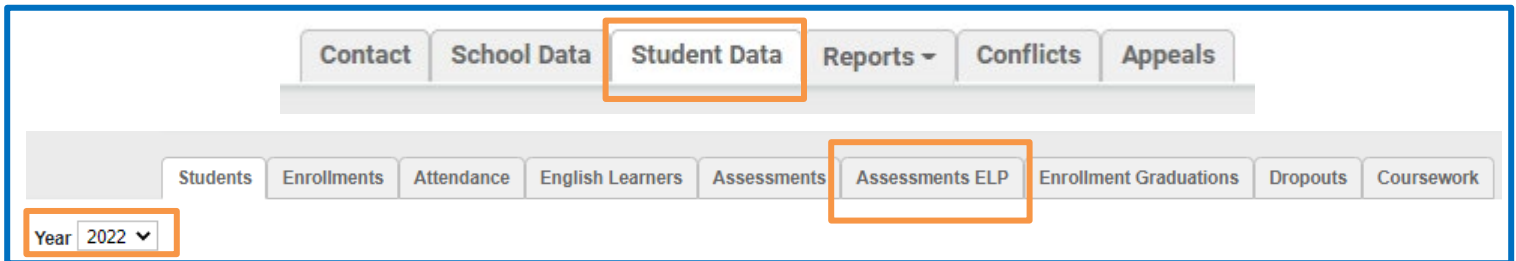
*A student is considered Full Academic Year (FAY) if enrolled within the first twenty (20) instructional days of school and has not had an enrollment lapse of ten (10) or more consecutive instructional days prior to the start of the testing window. Note that 1) a student’s FAY status is determined by enrollment, **not** attendance and 2) for the 2021-2022 school year, the ACCESS testing window opened on January 10, 2022.*

## Getting Started

1. Log on to Single Sign On and select **Accountability Reporting**.



2. Select the desired school from the district's Accountability Reporting home page.
3. Click on **Student Data**, and then choose **Assessments ELP**:



4. In the **Year** drop-down menu, verify that **2022** is selected. This will open a table displaying selected year ELP Assessment data for all students 1) expected to participate in the ACCESS assessment and 2) possessing a site enrollment record lasting through the ELP spring testing window.

## Identifying Students Assigned a DNA (Did Not Attempt) Code

Please note the following before proceeding:

- As the ACCESS assessment is multi-domain, **DNA** codes may be assigned in any or all of the Listening, Reading, Speaking, or Writing No Score Code columns.
- If **DNA** is not an option in the white selection cell directly beneath the table header, no DNA codes were assigned within that column.

Records 1 to 9 of 9

Exit Request	Details	STN	First Name	Middle Name	Last Name	Type	Student Grade Level	ELL Exit Eligible	Comp Scale Score	Comp Perf Level	NFAY	Comp No Score Code	Listening No Score Code	Reading No Score Code	Speaking No Score Code	Writing No Score Code
<input checked="" type="checkbox"/>	View										0		DNA	DNA	DNA	DNA
	View										0		DNA	DNA	DNA	DNA
	View										0		DNA	DNA	DNA	DNA
	View										0		DNA	DNA	DNA	DNA
	View										0		DNA	DNA	DNA	DNA
	View										0		DNA	DNA	DNA	DNA
	View										0		DNA	DNA	DNA	DNA
	View										0		DNA	DNA	DNA	DNA
	View										0		DNA	DNA	DNA	DNA

1. Filter the **No Score Code for each domain** column to show **DNA** (Did Not Attempt).
2. Review the student records. If the district wishes to contest the DNA status assigned to one or more domains in a student's scoring record, click the DVR column checkbox located in-line with the record on the far left of the table. Once checked, follow the on-screen prompts to create and submit a Data Verification Request (**DVR**) request

## Common DVR Scenarios

Scenario	Sample Request and Supporting Documentation
Student withdrew during the testing window before they were scheduled to test.	<p><b>Sample Request:</b> Student withdrew on..., prior to the testing date as documented by the district testing calendar.</p> <p><b>Suggested Supporting Documentation:</b> Testing calendar <b>and</b> withdrawal form signed by parent, notation in local SIS, records request from receiving school, etc.</p>
Student has a duplicate test record.	<p><b>Sample Request:</b> The system is generating a two or more testing records for the same student in the ELP Assessment table.</p> <p><b>Suggested Supporting Documentation:</b> No documentation needed if the student records are displayed in the table.</p>
Student has two or more testing records that must be merged in order to calculate a Composite/Overall score.	<p><b>Sample Request:</b> Student tested in Reading, Listening, Speaking, but the Writing score must be merged in order to obtain a Composite/Overall score.</p> <p><b>Suggested Supporting Documentation:</b> No documentation needed if the student records are displayed in the table.</p>
District submitted, and student was approved for, an Emergency Medical Exemption.	Please note that an approved emergency medical exemption should generate a No Score Code of <b>EE</b> . If the No Score Code is <b>DNA</b> , create a DVR and provide the exemption identification number generated by the Testing Status Application upon initial submission of the student's emergency medical exemption.

## Reviewing Other ELP Assessment Data

Use the guiding questions below to review remaining assessment records related to each column in the table. Create and submit DVRs as necessary.

DVR	Existing DVR	Details	STN	First Name	Middle Name	Last Name	Type	Student Grade Level	ELL Exit Eligible	Composite Scale Score	Composite Perf Level	NFAY	Listening Perf Level	Reading Perf Level	Speaking Perf Level	Writing Perf Level	Listening Scale Score	Reading Scale Score	Speaking Scale Score	Writing Scale Score	Other Placement	Process Include	
<input type="checkbox"/>																							

### STN/Student Name:

**Is there a student who is listed in the table who was no longer enrolled at the school during ACCESS testing?**

- ✓ If yes, create a DVR and provide documentation (e.g., withdrawal form signed by parent) showing the student was no longer enrolled, and the site was unable to participate in the ACCESS assessment.

**Does a student listed in the table have a different STN in the local SIS?**

- ✓ If yes, create a DVR and note the conflicting STN.

**Is a student who participated in the ACCESS assessment at the school missing from the table?**

- ✓ If yes, create a DVR and provide documentation of student participation (e.g., student testing booklet information, local testing schedules, etc.).

**Is there an STN listed with no associated name?**

- ✓ If yes, create a DVR and provide information and/or documentation that may assist OSDE staff in identifying the student.

## Type of ELP Assessment & Grade Level:

**Does a student who participated in K ACCESS, ACCESS or Alternate ACCESS not have an assessment record?**

- ✓ If yes, create a DVR and provide documentation to show they were administered the assessment (e.g., student testing booklet information, local testing schedules, etc.).

**Does a student's indicated grade level match their assigned grade in the local SIS?**

- ✓ If no, create a DVR and provide documentation verifying the student's current grade level.

## Composite/Overall Score:

**Does a student need assessment domains merged in order to generate a Composite/Overall score?**

- ✓ If yes, create a DVR requesting that scores be merged.

**Does a student have assessment domains missing that the district knows were administered?**

- ✓ If yes, create a DVR requesting a testing record pull from DRC.

## No Measurable Academic Response (NMAR):

**Does a student meet the NMAR criteria?**

- ✓ If yes, create a DVR and upload signed NMAR form.

## NFAY (Non-Full Academic Year):

**Does a student's NFAY value (see table below) match local records?**

- ✓ If no, create a DVR, provide relevant documentation, and ensure the student's enrollment record is correct in the local SIS.

<b>0</b>	<b>FAY</b> A student is considered Full Academic Year (FAY) if enrolled within the first twenty (20) instructional days of school and has not had an enrollment lapse of ten (10) or more consecutive instructional days prior to the start of the testing window.
<b>1</b>	<b>Student is NFAY at school level, but FAY for district and state</b> (e.g., the student changed their site enrollment within the district prior to the start of the ACCESS testing window and did not have a lapse of enrollment greater than ten (10) days).
<b>2</b>	<b>Student is NFAY for school and district, but FAY for state</b> (e.g., the student changed their enrollment district within the school year, prior to the start of the ACCESS testing window, and did not have a lapse of enrollment greater than ten (10) days).
<b>3</b>	<b>Student is NFAY for school, district, and state</b> (e.g., student had a lapse of enrollment greater than ten (10) days).
<b>4</b>	<b>Student does not have valid enrollment at this school</b> An NFAY value of four (4) may indicate either an error in the enrollment records submitted to the WAVE or an incorrect STN number.

## Creating and Submitting a Data Verification Request (DVR)

### Single Student Record:

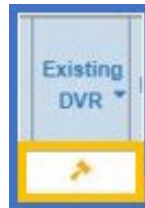
1. Click the box in the **DVR column** in-line with the specific record to be reviewed. Checking the box will generate the **Create DVR for Existing Assessment** button at the top of the table. Notice the orange circle on the corner of this box, the number in this circle reflects the number of DVRs submitted for review.

The screenshot shows a web interface for creating a Data Verification Request (DVR). At the top, there is a 'Year' dropdown set to '2021'. Below it are two buttons: 'Create DVR for Missing Assessment(s)' and 'Create DVR for Existing Assessment(s)'. The latter button is highlighted with a yellow border and an orange circle containing the number '1'. Below the buttons is a table with columns: 'DVR', 'Existing DVR', 'Details', 'STN', 'First Name', 'Middle Name', 'Last Name', 'Type', 'Student Grade Level', 'ELL Exit Eligible', and 'Composite Scale Score'. The 'DVR' column has three rows, each with a checkbox. The first row's checkbox is checked. The 'Existing DVR' column has a dropdown menu with 'Existing DVR' selected. The 'Details' column has a 'View' link for each row.

2. Click the **Create DVR for Existing Assessment** button. The system will open a window where the user can provide a summary of the request and upload any relevant documentation.
3. Click the **Save and Close** button at the top of the display when the DVR request has been completed.

The screenshot shows a dialog box with three buttons: 'Cancel', 'Save', and 'Save and Close'. The 'Save and Close' button is highlighted with a yellow border.

4. When a DVR has been successfully submitted, a yellow gavel will appear in the Existing DVR column to the right of the DVR column.



### Single Student with Duplicate or Multiple Records:

1. Click the boxes in the DVR column in-line with the specific records to be reviewed. Notice that the request in the example below has three records:

The screenshot shows a web interface for creating a Data Verification Request (DVR). At the top, there is a 'Year' dropdown set to '2021'. Below it are two buttons: 'Create DVR for Missing Assessment(s)' and 'Create DVR for Existing Assessment(s)'. The latter button is highlighted with a yellow border and an orange circle containing the number '3'. Below the buttons is a table with columns: 'DVR', 'Details', 'STN', 'First Name', 'Middle Name', 'Last Name', 'Type', 'Assessment Grade Level', 'Subject', 'No Score Code', and 'Scale Score'. The 'DVR' column has three rows, each with a checkbox. The first row's checkbox is checked. The 'Details' column has a 'View' link for each row. The 'No Score Code' column has a dropdown menu with 'DNA' selected.

2. Click the **Create DVR for Existing Assessment** button. The system will open a window where the user can provided a summary of the request and upload any relevant documentation.
3. Click the **Save and Close** button at the top of the display when the DVR request has been completed.



4. When a DVR has been successfully submitted, a yellow gavel will appear in the Existing DVR column to the right of the DVR column.



## Reviewing Submitted Data Verification Requests

The status and ultimate determination of submitted DVRs may be monitored by selecting the **Appeals** tab on the school's application home page.

 A screenshot of a web application interface. At the top, there are navigation tabs: 'Contact', 'School Data', 'Student Data', 'Reports', 'Conflicts', and 'Appeals'. The 'Appeals' tab is selected and highlighted with a yellow box. Below the tabs is a 'Summary' section with a 'Submitted Year' dropdown menu set to '2021'. Below this is a table with the following data:
 

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

Please note the following points regarding submitted DVRs:

1. All ELPA DVRs are reviewed and researched by OELP staff.
2. A district **should not consider** the submission of a DVR to be the final resolution of an identified issue.
3. Upon DVR review, OELP staff may respond to the submitting district with a time-sensitive request for additional information. If this request is not addressed, OELP staff may be unable to resolve the issue.
4. A resolution for each DVR will be provided in the **Appeals** tab.