ELP ASSESSMENT DATA VERIFICATION TOOLKIT

In accordance with OAC **210:10-13-18,** the Offices of English Language Proficiency and Accountability are opening a Data Verification Review (DVR) window for the spring 2020 English Language Proficiency (ELP) Assessment. This window will

- Allow sites to review and verify data pulled into accountability reporting application from testing vendor;
- Allow sites to submit Data Verification Request (DVRs) for data discrepancies;
- Allow submitted DVRs to be researched and resolved by SDE staff; and
- Allow sites to upload supporting documentation when needed.

The ELP ASSESSMENT DVR Application can be accessed by signing into your Single Sign-On account and choosing Accountability Reporting.

From Accountability Reporting, click on STUDENT DATA and then choose **ASSESSMENTS ELP**.

If you are a district user, you will need to click on **YOUR SCHOOLS** and then choose a school.

This will open a spreadsheet that displays all of the English Learners enrolled at your site expected to have ELP Assessment Scores. Students who auto-exited by scoring proficient are identified by green highlighted Composite Scale Scores and Composite Perf Levels as shown in the example below.

Type	Student Grade Level	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
ACCESS	03	Y	355	4.4	0	6.0	6.0	2.7	4.0	391	382	270	350	N
ACCESS	04	Y	360	4.3	0	6.0	3.7	3.0	4.2	441	350	294	363	N
ACCESS	03	N	345	4.1	0	6.0	4.7	3.2	3.9	391	349	294	344	N
ACCESS	03	N	313	3.3	0	3.8	5.3	2.2	3.1	327	358	245	290	N
ACCESS	04	Y	374	4.7	0	6.0	4.6	3.5	4.3	471	360	319	369	N
ACCESS	KG	N			0	6.0		4.0		333		301		N
ACCESS	05	N	388	4.9	0	6.0	6.0	3.8	4.0	487	396	344	357	N
ACCESS	01	N	285	2.0	0	6.0	1.8	3.3	2.2	340	241	279	246	N
ACCESS	03	N	349	4.2	0	6.0	3.9	4.0	4.0	376	341	337	350	N

Click on the **Composite Scale Score** to filter your data to display students that do not have a composite score and may need a DVR. Review the data for each student. Check the box beside the student's STN to create a DRV for data discrepancies such as

✓ You have records that the student took the assessment, but the student does not have a score/s or is not showing in the spreadsheet;

✓ The student is signed up to take an ELPA assessment during the fall extended window.

DVR ☐		STN	Type	Student Grade Level	Exit Eligible	Composite Scale Score	Composite Perf Level	NFAY	Listening Perf Level	Reading Perf Level	Speaking Perf Level
				∨	∨	∨		∨			
☐	View		ACCESS	03	N			0	6.0	6.0	4.3
☐	View		ACCESS	KG	N						
☐	View		ACCESS	KG	N						
☐	View		ACCESS	02	N						
☐	View		ACCESS	02	N						
☐	View		ACCESS	02	N						
☐	View		ACCESS	KG	N						

> A student's composite scale score will be blank if they did not test or if they are missing domain scores

ASSESSMENTS ELP	ENGLISH LEARNERS	ATTENDANCE	ENROLLMENTS	COU

➕ Create DVR for Missing Assessment(s)   ➕ Create DVR for Existing Assessment(s)

> **Create DVR for Missing Assessment** if the student is not showing in the spreadsheet
>
> **Create DVR for Existing Assessment** if the student is showing in the spreadsheet, but is missing one or more scores.

You can also create a DVR by clicking on **View** beside the student's STN. This opens a window that displays the data in a different visualization as shown in the example below.

➕ Create DVR

COMPOSITE
No Score Code   DNA
Performance Level
Scale Score

LISTENING
No Score Code
Performance Level   6.0
Scale Score   442

READING
No Score Code
Performance Level   6.0
Scale Score   370

SPEAKING
No Score Code
Performance Level   4.3
Scale Score   351

WRITING
No Score Code
Performance Level
Scale Score

> In this example, we see that the student is missing their Writing score. The student is scheduled to take the Writing portion in the fall extended window so you click Create DVR.

Creating a DVR

When you click Create DVR, a window opens. Use the text box to explain your request and upload any supporting documentation (i.e., roster for fall makeup window). Click the **Save and Close** button at the top of the page.

Viewing and Monitoring your DVR/s:

Click on the **APPEALS** tab to display all of the ELP Assessment DVRs submitted for your site.

Click on the View beside the student's STN in the ASSESSMENTS ELP to display the DVR with the student's ELP Assessment Record

Resolving DVRs

English Language Proficiency team members review DVRs daily to provide timely resolutions. If appropriate, a team member may reach out to request additional information supporting the requested update. Once data has either been verified or updated, the DVR will move to a *Closed* status, and a team member will provide resolution text in the DVR. Please note that some requests require more research and review than others do. However, team members will ensure that all DVRs submitted during the window receive appropriate resolution.
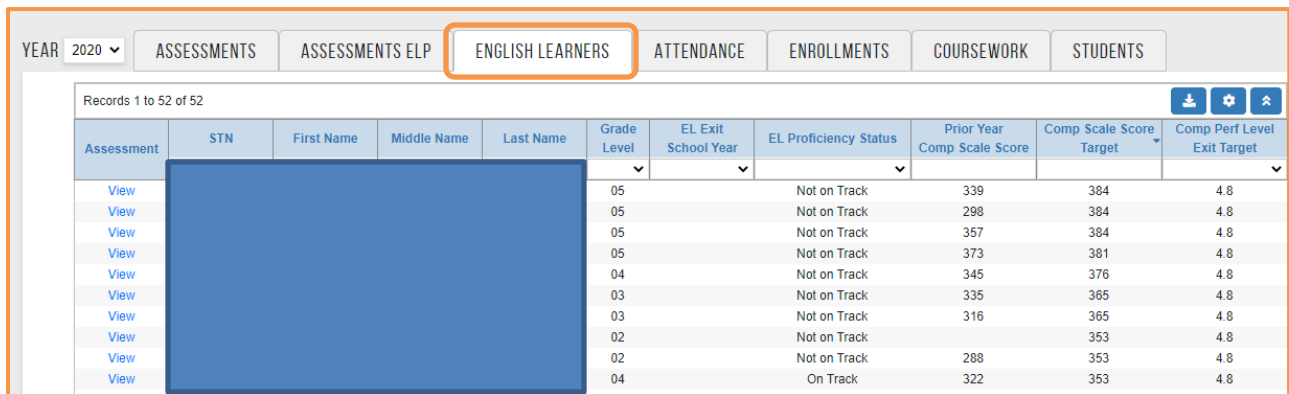
Connecting Data

The **ENGLISH LEARNERS** tab displays more information about your English Learners to help you evaluate how well the programs and supports in place are working.

To access- go to Your **STUDENT DATA** tab
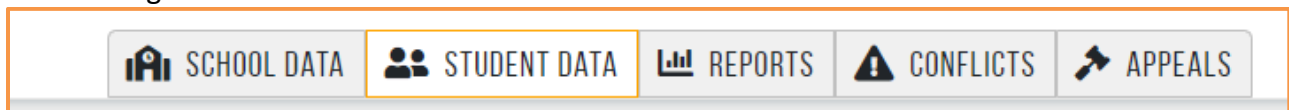
Then Choose the **ENGLISH LEARNERS** Tab to open a spreadsheet that allows you to filter and compare data in different ways.

The EL Proficiency Status reflects the student's progress based on comparing their composite scale score with their Comp Scale Score Target.

➢ Students that score below their targets are **Not on Track**
➢ Students that score at or above their targets are **On Track**

For the **2021 SY**, Prior Year Comp Scale Score will reflect the student's 2020 ELP Assessment score and the Comp Scale Score Target will reflect the score the student will need on the 2021 ELP Assessment to be on Track. This will help you know how much support individual students need to get on-track.

For questions on the ELP Assessment DVR process, or for assistance reviewing your data, please contact Janna Corn- janna.corn@sde.ok.gov, (405) 522-1343 or Yuseli Freire-yuseli.freire@sde.ok.gov, (405) 522-0862