Accountability (A-F Report Cards)
Correction Guide

Oklahoma State Department of Education

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1.0 Introduction

Welcome to the Oklahoma State Department of Education’s Accountability (A-F Report Cards) application, which provides an interface for the review of state testing results at an individual student level, as well as provides mechanisms for correcting data errors related to student record data and/or testing assessment records prior to submission for report card accountability purposes.

The State of Oklahoma utilizes an “A-F School Grading System” as a measure for challenging students, school, and communities to increase the effectiveness and performance of public schools. As part of this effort, all schools are required to report standardized testing results to the state, for which each receives a “grade” for overall performance of the student body.

Thus, at the district and individual school level, it is extremely important that all testing results are accurately reported. This is where the Accountability (A-F Report Cards) application comes into play, allowing administrators and educators to review testing data to ensure concise and error-free reporting.

The application is accessed through the Single Sign On application (SSO2), the primary user credentials management system for educators, school district personnel, and state administrators, which serves as a consolidated user authentication system for applications such as the Accountability (A-F Report Cards) application.
1.1 About This Document

The purpose of this document is to provide reference and procedural information to district personnel who are charged with using the Accountability (A-F Report Cards) application to review, verify, and correct state testing results prior to formal submission of testing data.

The document is organized based on the application’s menu structure, making it easy to pinpoint topics and procedures that are relevant to the section of the application in which you are working. Within each document section, sub-sections further divide information to provide page reference material and step-by-step procedures.

If you are a new user, it is recommended that you review the page reference material prior to completing any tasks within the application. However, if you are already familiar with the application in general, you can skip directly to the procedural sections for step-by-step guides for completing specific tasks. Any questions that you may have regarding specific data elements, buttons, links, fields, etc., can be referenced as needed.

A Note about Application Functions

Since the focus of this guide is data correction, not all functions available in the Accountability (A-F Report Cards) application are documented. Specifically, content is limited to functions that are available in the following functional section of the application:

- **Your District**—Functions in this section are primarily focused on individual schools to which you have access and can manage corrections.
A Note about Screen Shots

Due to the sensitive nature of the data accessed through the Accountability (A-F Report Cards) application, the screen shots in this document reflect generic data created specifically for testing and documentation purposes. In some cases this may be somewhat confusing, as the test data does not provide an inherent understanding of the data being represented.

For example, consider the following screen shot from the District Summary page of the application.

![District Summary Screen Shot](image)

For testing and documentation purposes, the name of the school listed in the School Name column of the data grid is “Test Site.” When viewing actual data in the application, the name “Test Site” is replaced with the name of a real school, such as “Norman” or “Wakita.”

Another example is the following screen shot from the Correction page of the application.

![Correction Screen Shot](image)

For testing and documentation purposes, the names of individual students listed in the Name column of the data grid are redacted. When viewing actual data in the application, this data consists of full student names.
1.2 Intended Audience

The intended audience for this document consists of district personnel who are charged with using the Accountability (A-F Report Cards) application to review, verify, and correct testing records prior to submission of testing data to the State of Oklahoma for accountability assessment.
2.0 Application Access

Complete the following steps to access the Accountability (A-F Report Cards) application from within the SSO2 framework.

1. Display the SSO2 Login page, and log in to the SSO2 application.

2. In the side menu, click the **Home/Applications** link. This displays a list of the applications to which you have access.
3. Locate the Accountability (A-F Report Cards) application, and click your user record.

*Depending on your access requirements, multiple user records may be listed for the application, each associated with a specific district or school. For example, you may have access for multiple schools within a district. If this is the case, a “District User” record is displayed for each separate school. Make certain that you select the appropriate user record, based on the data that you want to access.*
4. Click the I Agree button to accept the FERPA statement.

Before you can access accountability data, you must agree to a Family Educational Rights and Privacy Act (FERPA) statement regarding the appropriate use of student data. The system does not maintain a record of your acceptance of this agreement. Rather, you must accept this agreement each time you access the Accountability application.
5. The Accountability (A-F Report Cards) application Home page displays.
2.1 Application Navigation

Navigation within the Accountability (A-F Report Cards) application is similar to that of most websites and web applications that you have accessed. Navigational features and page flow are consistent for all users, though data to which each individual user has access is limited based on the user’s role.

2.1.1 Navigation Menu

The primary navigation menu is available at the top of all application pages. This menu provides access to all functional areas of the application. As detailed previously, not all application functions are available during the data correction period. Therefore, not all application functions are documented. Specifically, content in this document is limited functions found in the Your District section.

Click the Your District link to display the District Summary page for the district. The page displays a list of individual sites (schools) to which you have access and can manage corrections.
2.1.2 Navigation Trail

The application interface features a breadcrumb (alternatively referred to as a “cookie crumb”) navigation trail at the top of each page.

This navigation trail indicates your current page location within the application interface, as well as a history of the page route by which you navigated to the current page. In the example above, the user started from the Home page, navigated to the District Summary page, selected a School, chose to go to the Correction page, and then viewed an individual Student Record.

Each page listed in the navigation trail displays as a link. Clicking a link returns you to that page, discarding all unsaved changes.
2.1.3 Logging Out

Due to the sensitive nature of some application data, it is very important that unauthorized users are not allowed to access data using your credentials. For this reason, you are automatically logged out of the Accountability (A-F Report Cards) application after 20 minutes of inactivity.

Automatic Logout

You will know that you have been logged out of the application when you click a link and receive a message regarding lack of access to data, as follows:

1. Click the **Go to SSO2 to Sign In** link to return to the SSO2 Home page.
2. Access the Accountability (A-F Report Cards) application again.

**Note:** The SSO2 application itself has an automatic logout mechanism, so it is possible that you may also need to sign back in to the SSO2 application prior to launching the Accountability (A-F Report Cards) application again.

Manual Logout

You can also manually log out of your session at any time.

1. Click the **Return to SSO2** link at the top of any page.
2. When the SSO2 interface displays, click the **Sign Out** link in the side navigation menu.
3.0 Data Correction

There are two primary categories of data issues that must be resolved in order to ensure accuracy in report card calculations. The first category includes issues that are identified by the system. In this document, these issues are referred to as “student record” issues. Typically, these issues are easily corrected through the application interface, such as student name or birth date mismatches in assessment data. The second category includes issues that, while demographic in nature, are identified based on personnel review of assessment data. Referred to as “student assessment” issues, these issues often require research in order to determine whether data is accurate or needs correction. In some instances, these issues can be corrected through the application interface, though some require submission for additional review.

Student Record Issues

Student record issues are identified for each school based on programmatic verification and comparison of individual student records. These issues are highlighted for review within the application and can typically be corrected through the application interface.

Two programmatic methods are used to identify these issues. First, there is a verification of data imported from the Wave system. This verification process identifies missing and/or mismatched data, which includes the following: Missing Student Testing Number (STN), First Name Mismatch, Last Name Mismatch, Date of Birth Missing, and Date of Birth Mismatch.

Next, there is a comparison of assessment data collected for individual students during the reporting period. In other words, testing assessment results for individual students are cross-referenced to ensure that demographic data matches. This comparison process identifies mismatched data, which includes the following: Student Has Duplicate Test, Race Code Mismatch, Gender Mismatch, IEPStatus Mismatch, ELLStatus Mismatch, FreeReduced Mismatch, Migrant Mismatch, and Grade Mismatch.

Each of these issue types is defined in the “Student Record Correction” section of this document, presented along with steps for correcting the associated data.

Student Assessment Issues

Student assessment issues cannot be identified programmatically and require review by knowledgeable school and/or district personnel, comparing a school’s assessment data records with data that resides in the Accountability the system. These types of issues are the result of variability in data culled from multiple sources, which occasionally results in data discrepancies.
Since these issues are not identified programmatically, there is no finite list of issues to present in this document. However, these issues can be defined as discrepancies in the data associated with individual testing assessments (as opposed to demographic data issues associated with student records).

Steps for reviewing and correcting assessment issues are detailed in the “Student Assessment Correction” section of this document.

Data Verification Requests

In certain instances it is not possible to correct data through the application interface. This is due to a number of reasons, most typically the lack of data access or to limitations imposed on the types of corrections that can be completed by non–administrative personnel.

For example, a verification request might be necessary when a student’s Not Full Academic Year (NFAY) record is not available in the system, but may impact overall reporting. Due to the significance of this type of data correction, additional research must be completed to ensure that the student’s information is correctly entered into the system, and each is addressed on a one–off basis. System and application administrators may be able to resolve specific technical issues, but most data verification requests are handled by district and/or state administrative personnel.

Further examples of the types of records that require submission for review by district and/or system administrators before changes can be made include the following: NFAY Records, No Score Codes that require SDE approval (e.g., Invalidations), and County, District, and Site codes.

A mechanism is in place in the system to enable the submission of requests for the purposes of review and subsequent data correction, if appropriate. Steps for submitting a request are detailed in the “Data Verification Requests” section of this document.
3.1 Student Record Correction

Student record issues are identified for each school based on programmatic verification and comparison of individual student records. These issues are highlighted for review within the application and can typically be corrected through the application interface.

The Correction page is at the core of the review and correction process, allowing you to quickly review and correct system-identified student record issues one at a time. Complete the following steps to access this page from any location within the Accountability (A-F Report Cards) application.

1. On the menu bar, click the Your District button. This displays the District Summary page.

2. In the data grid at the bottom of the page, click the Go to School link that corresponds to the school for which issues have been identified. This displays the School Summary page.

3. Click the Data Corrections and Student Assessments link.
The top section of the page displays a data grid detailing student record issues that need to be addressed, and provides links to initiate data correction. Each column of the grid is described below.

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Not Labeled]</td>
<td>This column displays a Fix This link. Clicking the link opens the appropriate correction page or wizard, which allows you to correct the reported issue.</td>
</tr>
<tr>
<td>Error</td>
<td>A description of the issue or error associated with the student’s personal information or testing record. Issues must be resolved prior to final report card data submission, and include the following: Missing Student Testing Number (STN), First Name Mismatch, Last Name Mismatch, Date of Birth Missing, and Date of Birth Mismatch.</td>
</tr>
<tr>
<td>STN</td>
<td>The Student Testing Number (STN) associated with this student’s first and last name.</td>
</tr>
<tr>
<td>First Name</td>
<td>The student’s first name.</td>
</tr>
<tr>
<td>Last Name</td>
<td>The student’s last name.</td>
</tr>
<tr>
<td>Subject</td>
<td>The subject of the testing assessment record for which a student record issues has been identified, such as “Algebra I.”</td>
</tr>
<tr>
<td>Score (Raw/Scale)</td>
<td>The student’s testing score for the subject indicated. Two scores are presented, as follows:</td>
</tr>
<tr>
<td></td>
<td>• Raw—The total number of points scored by the student for answering questions correctly. For example, if the student answered 34 out of 50 questions correctly, the raw score is “34.”</td>
</tr>
<tr>
<td></td>
<td>• Scale—The student’s score for answering questions correctly, statistically adjusted onto a common scale to account for differences in testing difficulty.</td>
</tr>
</tbody>
</table>
3.1.1 Missing STN

The “Missing STN” issue indicates that a record exists without a Student Testing Number (STN). Complete the following steps to correct this error.

1. On the Correction page, locate the record that you want to correct.

2. Click the Fix This link.

3. Select the source record that contains the student’s first name.

   **Note:** Review the selection data carefully. In some instances, it is necessary to look up a student’s detail record. If this is the case, do not continue with these steps. Instead, scroll to the bottom of the page to display the search fields. Enter the student’s first and last names, and then click the Search button. After determining the correct information, repeat these steps for the issues.

4. Click the Next button.

5. Optionally, clear the check from the option to apply the update to all of the student’s test records for the current school.

6. Click the Submit button.
3.1.2 First Name Mismatch

The “First Name Mismatch” issue indicates that a record exists without the student’s first name, or the first name does not match the first name supplied by the WAVE. Complete the following steps to correct this error.

1. On the Correction page, locate the record that you want to correct.
2. Click the Fix This link.
3. Select the source record that contains the student’s correct first name.

**Note:** Review the selection data carefully. In some instances, incorrect data is associated with a test record, rather than with a student’s record. If this is the case, do not continue with these steps. Instead, modify the test record instead of the student’s record. To do so, select the test with the incorrect information, and then click the *Edit the Test Directly* link at the bottom of the page.

4. Click the Next button.
5. Optionally, clear the check from the option to apply the update to all of the student’s test records for the current school.
6. Click the Submit button.
3.1.3 Last Name Mismatch

The “Last Name Mismatch” issue indicates that a record exists without the student’s last name or the last name does not match the first name supplied by the WAVE. Complete the following steps to correct this error.

1. On the Correction page, locate the record that you want to correct.
2. Click the Fix This link.
3. Select the source record that contains the student’s last name.

**Note:** Review the selection data carefully. In some instances, incorrect data is associated with a test record, rather than with a student’s record. If this is the case, do not continue with these steps. Instead, modify the test record instead of the student’s record. To do so, select the test with the incorrect information, and then click the **Edit the Test Directly** link at the bottom of the page.

4. Click the Next button.
5. Optionally, clear the check from the option to apply the update to all of the student’s test records for the current school.
6. Click the Submit button.
3.1.4 Date of Birth Missing

The “Date of Birth Missing” issue indicates that a record exists without the student’s date of birth, or the date of birth does not match the first name supplied by the WAVE. Complete the following steps to correct this error.

1. On the Correction page, locate the record that you want to correct.
2. Click the Fix This link.
3. Select the source record that contains the student’s correct date of birth.

Note: Review the selection data carefully. In some instances, incorrect data is associated with a test record, rather than with a student’s record. If this is the case, do not continue with these steps. Instead, modify the test record instead of the student’s record. To do so, select the test with the incorrect information, and then click the Edit the Test Directly link at the bottom of the page.

4. Click the Next button.
5. Optionally, clear the check from the option to apply the update to all of the student’s test records for the current school.
6. Click the Submit button.
3.1.5 Student Has Duplicate Test

The “Student Has Duplicate Test” issue indicates that duplicate scores exist for a student’s test record within the same test administration. Complete the following steps to correct this error.

1. On the Correction page, locate the record that you want to correct.
2. Click the Fix This link.
3. Select the option to indicate whether the test is a duplicate.

**Note:** Review the selection data carefully. In some instances, incorrect data is associated with a test record, rather than with a student’s record. If this is the case, do not continue with these steps. Instead, modify the test record instead of the student’s record. To do so, select the test with the incorrect information, and then click the *Edit the Test Directly* link at the bottom of the page.

4. Click the Submit button.
3.1.6 Race Code Mismatch

The “Race Code Mismatch” issue indicates that some of the student’s records have different race codes. Complete the following steps to correct this error.

1. On the Correction page, locate the record that you want to correct.

2. Click the Fix This link.

3. At the bottom of the page, select the student’s correct race code.

   **Note:** Review the verification data carefully. In some instances, incorrect data is associated with a test record, or with a student’s STN number. If this is the case, do not continue with these steps. Instead, modify the appropriate test record by clicking the appropriate Edit Test link, or modify the appropriate STN number by clicking the STN link.

4. Click the Submit button.
3.1.7 Gender Mismatch

The “Gender Mismatch” issue indicates that some of the student’s records have different genders indicated. Complete the following steps to correct this error.

1. On the Correction page, locate the record that you want to correct.

2. Click the Fix This link.

3. At the bottom of the page, select the student’s correct gender.

   Note: Review the verification data carefully. In some instances, incorrect data is associated with a test record, or with a student’s STN number. If this is the case, do not continue with these steps. Instead, modify the appropriate test record by clicking the appropriate Edit Test link, or modify the appropriate STN number by clicking the STN link.

4. Click the Submit button.
3.1.8 IEP Status Mismatch

The “IEP Status Mismatch” issue indicates that some of the student’s records have a different indication of whether the student is enrolled in an Individualized Education Program (IEP). Complete the following steps to correct this error.

1. On the Correction page, locate the record that you want to correct.

2. Click the Fix This link.

3. At the bottom of the page, select the student’s the appropriate option to indicate the student’s IEP status.

Note: Review the verification data carefully. In some instances, incorrect data is associated with a test record, or with a student’s STN number. If this is the case, do not continue with these steps. Instead, modify the appropriate test record by clicking the appropriate Edit Test link, or modify the appropriate STN number by clicking the STN link.

4. Click the Submit button.
3.1.9 ELL Status Mismatch

The “ELL Status Mismatch” issue indicates that some of the student’s records have a different indication of whether the student is enrolled in an English Language Learners (ELL) program. Complete the following steps to correct this error.

1. On the Correction page, locate the record that you want to correct.
2. Click the Fix This link.
3. At the bottom of the page, select the student’s the appropriate option to indicate the student’s ELL status.

Note: Review the verification data carefully. In some instances, incorrect data is associated with a test record, or with a student’s STN number. If this is the case, do not continue with these steps. Instead, modify the appropriate test record by clicking the appropriate Edit Test link, or modify the appropriate STN number by clicking the STN link.

4. Click the Submit button.
3.1.10 Free Reduced Mismatch

The “Free Reduced Mismatch” issue indicates that some of the student’s records have a different indication of whether the student qualifies for a free or reduced meal program. Complete the following steps to correct this error.

1. On the Correction page, locate the record that you want to correct.

2. Click the Fix This link.

3. At the bottom of the page, select the student’s the appropriate option to indicate whether the student qualifies for a free or reduced meal program.

**Note:** Review the verification data carefully. In some instances, incorrect data is associated with a test record, or with a student’s STN number. If this is the case, do not continue with these steps. Instead, modify the appropriate test record by clicking the appropriate Edit Test link, or modify the appropriate STN number by clicking the STN link.

4. Click the Submit button.
3.1.11 Migrant Mismatch

The “Migrant Mismatch” issue indicates that some of the student’s records have a different indication of whether the student qualifies as a migratory student, based on parent or guardian status. Complete the following steps to correct this error.

1. On the Correction page, locate the record that you want to correct.
2. Click the Fix This link.
3. At the bottom of the page, select the student’s the appropriate option to indicate whether the student qualifies as a migratory student.

Note: Review the verification data carefully. In some instances, incorrect data is associated with a test record, or with a student’s STN number. If this is the case, do not continue with these steps. Instead, modify the appropriate test record by clicking the appropriate Edit Test link, or modify the appropriate STN number by clicking the STN link.
4. Click the Submit button.
3.1.12 Grade Mismatch

The “Grade Mismatch” issue indicates that some of the student’s records have different grade levels. Complete the following steps to correct this error.

1. On the Correction page, locate the record that you want to correct.

2. Click the Fix This link.

3. At the bottom of the page, select the student’s correct grade.

Note: Review the verification data carefully. In some instances, incorrect data is associated with a test record, or with a student’s STN number. If this is the case, do not continue with these steps. Instead, modify the appropriate test record by clicking the appropriate Edit Test link, or modify the appropriate STN number by clicking the STN link.

4. Click the Submit button.
3.2 Student Assessment Correction

Student assessment issues cannot be identified programmatically and require review by knowledgeable school and/or district personnel, comparing a school’s assessment data records with data that resides in the system. The Student Assessments section at the bottom of the Correction page displays this student assessment data for the current reporting period. The data in this section is not necessarily incorrect. Rather, data is presented for comparison against the school’s records to ensure that there are no issues.

Complete the following steps to access this page from any location within the Accountability (A-F Report Cards) application.

1. On the menu bar, click the Your District button. This displays the District Summary page.

2. In the data grid at the bottom of the page, click the Go to School link that corresponds to the school for which issues have been identified. This displays the School Summary page.

3. Click the Data Corrections and Student Assessments link.
The *Student Assessments* section of the page displays a grid detailing all student assessments for the school for the current reporting period. Each column in the grid is described below.

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Not Labeled]</td>
<td>This column displays a <strong>View Edit</strong> link. Clicking the link displays the <strong>Edit a Test Record</strong> page, allowing modification of the corresponding test record details.</td>
</tr>
<tr>
<td>Name</td>
<td>The student’s name (last, first). The name displays as a link. Clicking the link displays the <strong>Student Details</strong> page for the corresponding student, which allows review of the student’s full demographic information.</td>
</tr>
<tr>
<td>Type</td>
<td>An indication of the testing assessment type, such as OSTP (Oklahoma Student Testing Program) and EOI (End-of-Instruction). Click the column heading to sort by type code, or select a specific type to limit the data display.</td>
</tr>
<tr>
<td>Gr</td>
<td>The student’s numerical grade level at the time of testing, such as “11.” Click the column heading to sort by grade level, or select a specific level to limit the data display.</td>
</tr>
<tr>
<td>Subject</td>
<td>The subject of the testing record, such as “Algebra I.” Click the column heading to sort by subject, or select a specific subject to limit the data display.</td>
</tr>
<tr>
<td>Score (Raw/Scale)</td>
<td>The student’s testing score for the subject indicated. Two scores are presented, as follows:</td>
</tr>
<tr>
<td></td>
<td><em>Raw</em>—The total number of points scored by the student for answering questions correctly. For example, if the student answered 34 out of 50 questions correctly, the raw score is “34.”</td>
</tr>
<tr>
<td></td>
<td><em>Scale</em>—The student’s score for answering questions correctly, statistically adjusted onto a common scale to account for differences in testing difficulty.</td>
</tr>
<tr>
<td>Perf. Level</td>
<td>An indication of the student’s overall performance level, as indicated by the testing results. Levels include Advanced, Proficient, and Unsatisfactory. Click the column heading to sort by performance level, or select a specific level to limit the data display.</td>
</tr>
<tr>
<td>No Score</td>
<td>If no score is available for an individual test, this column indicates the reason that a score is unavailable, such as No Longer Eligible (NLE).</td>
</tr>
</tbody>
</table>
### Column

<table>
<thead>
<tr>
<th>Description</th>
</tr>
</thead>
</table>

**Nonreportable Reason**  
If test results are not included in the A-F performance calculations, this column includes the reason that the results are non-reportable, such as Insufficient NFAY Data, Second Time Test, Not Full Academic Year (State), Not Full Academic Year (District), and No Score - No Longer Enrolled.
3.2.1 Correct a Test Record

If assessment results for the current reporting period are not accurate, you can modify the results of a student’s individual testing result for the purpose of error correction. It should not be assumed that editing a testing record involves modifying a student’s raw or scaled score. Doing so is not possible. Rather, you have the option to correct the student’s identification/association with a testing record, successive testing indication, and general demographic detail.

Complete the following steps to edit a test record.

1. In the Student Assessments section of the Correction page, locate the test record.

2. Click the View Edit link. This displays the Edit a Test Record page.

3. Modify the test data, as appropriate. Refer to the “Page Fields” section on the following page for field definitions and requirements.

4. Click the Submit button.
Page Fields
The following fields are displayed on the Edit a Test Record page. An indication is provided for whether each data element can be modified.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
<th>Can Be Modified?</th>
</tr>
</thead>
<tbody>
<tr>
<td>STN</td>
<td>The Student Testing Number associated with this student’s first and last name.</td>
<td>Yes</td>
</tr>
<tr>
<td>Test Administration</td>
<td>The testing period during which the assessment was recorded.</td>
<td>No</td>
</tr>
<tr>
<td>First Name</td>
<td>The student’s first name.</td>
<td>Yes</td>
</tr>
<tr>
<td>Middle Initial</td>
<td>The student’s middle initial.</td>
<td>Yes</td>
</tr>
<tr>
<td>Last Name</td>
<td>The student’s last name.</td>
<td>Yes</td>
</tr>
<tr>
<td>NFAY</td>
<td>The student’s Full Academic Year (FAY) or Not Full Academic Year (NFAY) status. This status is determined using enrollment records provided by the Wave system and cannot be changed in the Accountability (A-F Report Cards) application. A student is considered FAY if enrolled in the school on October 1 and not unenrolled from the school for 10 or more consecutive days of instruction between October 1 and the time of the test. A student is NFAY if the criteria for FAY (above) is not met at either the school, district, or state level.</td>
<td>No</td>
</tr>
<tr>
<td>Birth Date</td>
<td>The student’s date of birth, in MM/DD/YYYY format.</td>
<td>Yes</td>
</tr>
<tr>
<td>Race Code</td>
<td>Code indicating the student’s race designation.</td>
<td>Yes</td>
</tr>
<tr>
<td>Subject</td>
<td>The subject of the testing record, such as “Algebra I.”</td>
<td>No</td>
</tr>
<tr>
<td>Second Test Time</td>
<td>Yes/No indication of whether the testing record is the result of retaking a test (for any reason).</td>
<td>Yes</td>
</tr>
<tr>
<td>Taken Online</td>
<td>Yes/No indication of whether the student took the test online or by pen/paper method.</td>
<td>No</td>
</tr>
<tr>
<td>Grade</td>
<td>The student’s grade level at the time the test was taken, such as “11.”</td>
<td>No</td>
</tr>
<tr>
<td>Field</td>
<td>Description</td>
<td>Can Be Modified?</td>
</tr>
<tr>
<td>------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>------------------</td>
</tr>
<tr>
<td>Retest</td>
<td>Yes/No indication of whether the test was administered in either the Winter or Spring retest windows.</td>
<td>No</td>
</tr>
<tr>
<td>No Score Code</td>
<td>Code indicating the reason that a “No Score” was recorded for the test. Under certain situations, this code can be modified on this page if the student’s Raw Score is 0 or -1. If the code needs to be changed, but cannot be modified on this page, a data verification request must be submitted. Refer to the “No Score Code Table” following this definition list to determine which codes can be modified directly through the application interface.</td>
<td>Dependent on Score (Refer to “No Score Code Rules Table” on the following page)</td>
</tr>
<tr>
<td>Gender</td>
<td>Indication of the student’s gender: Male or Female.</td>
<td>Yes</td>
</tr>
<tr>
<td>IEP Status</td>
<td>Yes/No indication of whether the student is enrolled in an Individualized Education Program (IEP).</td>
<td>Yes</td>
</tr>
<tr>
<td>ELL Status</td>
<td>Yes/No indication of whether the student is enrolled in an English Language Learners (ELL) program.</td>
<td>Yes</td>
</tr>
<tr>
<td>Free or Reduced</td>
<td>Yes/No indication of whether the student qualifies for a free or reduced meal program.</td>
<td>Yes</td>
</tr>
<tr>
<td>Migrant</td>
<td>Yes/No indication of whether the student qualifies as a migratory student, based on parent or guardian status.</td>
<td>Yes</td>
</tr>
<tr>
<td>Alt. Ed.</td>
<td>Yes/No indication of whether the student qualifies for an Oklahoma Alternative Education program.</td>
<td>Yes</td>
</tr>
<tr>
<td>Title X</td>
<td>Yes/No indication of whether the student qualifies for the Title X Homeless Education Assistance Program.</td>
<td>Yes</td>
</tr>
<tr>
<td>Section 504</td>
<td>Yes/No indication of whether the student is enrolled in an educational plan that meets the requirements of Section 504 for students with mental or physical disabilities.</td>
<td>Yes</td>
</tr>
<tr>
<td>Raw Score</td>
<td>The student’s raw testing score for the subject, indicating the total number of points scored by the student for answering questions correctly. For example, if the student answered 34 out of 50 questions correctly, the raw score is “34.”</td>
<td>No</td>
</tr>
</tbody>
</table>
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Field | Description | Can Be Modified?
--- | --- | ---
Scale Score | The student’s raw testing score for the subject, indicating the student’s score for answering questions correctly, statistically adjusted onto a common scale to account for differences in testing difficulty. | No

No Score Code Rules Table
Refer to the following table to determine which No Score codes can be modified for a student whose Raw Score is 0 or -1.

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Can Modify?</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABS</td>
<td>Absent</td>
<td>Yes</td>
</tr>
<tr>
<td>AP</td>
<td>Already Passed</td>
<td>Yes</td>
</tr>
<tr>
<td>DNA</td>
<td>Did Not Attempt</td>
<td>No</td>
</tr>
<tr>
<td>DNR</td>
<td>Did Not Report</td>
<td>No</td>
</tr>
<tr>
<td>DNR-D</td>
<td>Duplicate</td>
<td>No</td>
</tr>
<tr>
<td>EE</td>
<td>Emergency Exempt</td>
<td>No</td>
</tr>
<tr>
<td>EL1</td>
<td>ELL First Year Exempt</td>
<td>No</td>
</tr>
<tr>
<td>ELL1</td>
<td>ELL First Year Exempt</td>
<td>No</td>
</tr>
<tr>
<td>INV</td>
<td>Invalidated</td>
<td>No</td>
</tr>
<tr>
<td>INV-D</td>
<td>Invalidated Due to Disruption</td>
<td>No</td>
</tr>
<tr>
<td>INV-E</td>
<td>INV – Unfulfilled Equivalent</td>
<td>No</td>
</tr>
<tr>
<td>NLE</td>
<td>No Longer Enrolled</td>
<td>Yes</td>
</tr>
<tr>
<td>OAAP</td>
<td>Alternate Assessment</td>
<td>Yes</td>
</tr>
<tr>
<td>RES</td>
<td>To Be Rescored</td>
<td>No</td>
</tr>
</tbody>
</table>
3.2.2 Review Student Details

It is possible to review a student’s demographic, assessment, and status records during the data verification and correction process. This can be important when validating assessment data. The Student Details page provides a wide variety of demographic and assessment detail for an individual student.

Complete the following steps to review an individual student’s detailed records.

1. In the Student Assessments section of the Correction page, locate the test record.

2. Click the student’s name (in the Name column of the data grid). This displays the Student Details page.

The page is divided into several sections, each described on the following page.
Demographic Details
Each student’s demographic information was imported into the Accountability (A-F Report Cards) application from the WAVE system. This information is presented for review purposes only and cannot be modified through this application.

Current Student Assessments
This section details the student’s individual testing records, by subject, for the current testing year. These records can be reviewed on a test-by-test basis and the records modified to correct the results of an error or omission. Refer to the “Correct a Test Record” section of this document for information regarding editing an individual test record.

Data listed in this section includes the following.

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Not Labeled]</td>
<td>This column displays a View Details link. Clicking the link displays the Edit a Test Record page, which allows you to modify the testing results to correct errors or omissions.</td>
</tr>
<tr>
<td>Year</td>
<td>The calendar year in which the testing result was recorded.</td>
</tr>
<tr>
<td>Type</td>
<td>An indication of the testing assessment type, such as OSTP (Oklahoma Student Testing Program) and EOI (End-of-Instruction).</td>
</tr>
<tr>
<td>Gr</td>
<td>The student’s numerical grade level at the time of testing, such as “11.”</td>
</tr>
<tr>
<td>Subject</td>
<td>The subject of the test results detailed, such as “Biology.”</td>
</tr>
<tr>
<td>Score (Raw/Scale)</td>
<td>The student’s testing score for the subject indicated. Two scores are presented, as follows:</td>
</tr>
<tr>
<td></td>
<td>- Raw—The total number of points scored by the student for answering questions correctly. For example, if the student answered 34 out of 50 questions correctly, the raw score is “34.”</td>
</tr>
<tr>
<td></td>
<td>- Scale—The student’s score for answering questions correctly, statistically adjusted onto a common scale to account for differences in testing difficulty.</td>
</tr>
</tbody>
</table>
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<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Perf. Level</td>
<td>An indication of the student’s overall performance level, as indicated by the testing results. Levels include Advanced, Proficient, and Unsatisfactory.</td>
</tr>
<tr>
<td>Nonreportable Reason</td>
<td>If no score is available for an individual test, this column includes the reason that a score is unavailable.</td>
</tr>
<tr>
<td>School</td>
<td>The name of the school in which the student was in attendance at the time the test was taken.</td>
</tr>
</tbody>
</table>

**NFAY Records**  
This section details the student’s NFAY status for each possible testing window based on enrollment records.

**College Entrance Exams**  
This section details the results of college entrance examinations taken by the student, if any.

**Advanced Coursework**  
This section details the results of advanced coursework completed by the student, if any.

**Graduate/Cohort Records**  
This section details the student’s graduate/cohort records, if any.
3.3 Data Verification Requests

In certain instances it is not possible to correct data through the application interface. This is due to a number of reasons, most typically the lack of data access or to limitations imposed on the types of corrections that can be completed by non-administrative personnel. The Submit or View a Data Verification Request page allows you to review the status of a verification request submission.

The types of changes that require submission for review by district and/or system administrators include the following:

- NFAY requests
- Site code changes
- No Score Codes that require SDE approval

Submission guidelines include the following:

- Requests are accepted for system administrators to review or verify the calculations or data for one or more tests.
- Requests are accepted for system administrators to correct one or more tests.
- Supporting documentation can be included in the following file formats: DOC, DOCX, XLS, XLSX, PDF, JPG, and PNG.
- Requests are handled in the order that they are received.

Complete the following steps to access this page from any location within the Accountability (A-F Report Cards) application.

1. On the menu bar, click the Your District button. This displays the District Summary page.
2. In the data grid at the bottom of the page, click the Go to School link that corresponds to the school for which issues have been identified. This displays the School Summary page.
3. Click the View or Submit a Data Verification Request link. The Submit or View a Data Verification Request page displays.

The bottom of the page displays a data grid detailing requests that you submitted previously.

Note: It is important to understand that no data displays in this data grid if you have not previously submitted a review, clarification, or correction request. Each column in the grid is described below.

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Not Labeled]</td>
<td>This column displays a View link. Clicking the link opens the original request, allowing you to modify and submit the request again.</td>
</tr>
<tr>
<td>Submitted Date</td>
<td>The date on which the request was submitted.</td>
</tr>
<tr>
<td>Submitted By</td>
<td>The name of the user who submitted the request.</td>
</tr>
</tbody>
</table>
### Column Description

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Status</strong></td>
<td>The current status of the request. Statuses include the following:</td>
</tr>
<tr>
<td></td>
<td>• <strong>Open</strong>—This status indicates that the request has been received, but</td>
</tr>
<tr>
<td></td>
<td>has not yet been address by system administrators.</td>
</tr>
<tr>
<td></td>
<td>• <strong>Closed</strong>—This status indicates that the request has processed by</td>
</tr>
<tr>
<td></td>
<td>system administrators and is considered complete.</td>
</tr>
<tr>
<td><strong>Request</strong></td>
<td>The text of the request, as submitted to system administrators.</td>
</tr>
<tr>
<td><strong>Resolution</strong></td>
<td>Once a system administrator has addressed a data verification request, this</td>
</tr>
<tr>
<td></td>
<td>column displays request resolution details.</td>
</tr>
</tbody>
</table>
3.3.1 Submit a Data Verification Request

Complete the following steps to submit a data verification request.

1. On the Submit or View a Data Verification Request page, click the Submit New Data Verification Request link. This displays the Add Data Verification page.

2. Complete the fields, as appropriate. Refer to the “Page Fields” section on the following page for field definitions and requirements.

3. Click the Submit button.
Page Fields

The following fields are displayed on the Add Data Verification Request page.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request</td>
<td>This text field allows you to describe the verification request. Be detailed and specific in your request, providing as much information as possible to ensure that administrative personnel fully understand your request.</td>
</tr>
<tr>
<td>Documentation</td>
<td>This field allows you to attach supporting documentation to your request. Document formats that can be attached include DOC, DOCX, XLS, XLSX, PDF, JPG, and PNG.</td>
</tr>
</tbody>
</table>
Appendix: Contact Information

The preferred method for submitting data correction requests is through the application interface, as detailed in this document. However, support can also be obtained by contacting the Office of Accountability directly using one of the following methods:

**Telephone**

405-522-5159

**Email**

accountability@sde.ok.gov
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  Free Reduced Mismatch .......................................28
  Gender Mismatch ................................................25
  Grade Mismatch ..................................................30
  IEP Status Mismatch ...........................................26
  Last Name Mismatch ...........................................21
  Migrant Mismatch ..............................................29
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