

How to Submit a Data Verification Request (DVR)

What is a DVR?

A Data Verification Request (DVR) is a request for review or potential update of specific student assessment data by an Office of Accountability team member.

When should I submit a DVR?

Submit a DVR when a student assessment record **has data that are incorrect**. For example, if a student was continuously enrolled at your school site since the beginning of the school year and has an NFAY value greater than zero, submit a DVR for that record. Likewise, if a student took an assessment but has a NoScoreCode value (or the assessment is missing), please submit a DVR.

How do I view my data?

Student Assessment data is accessible via the Accountability Reporting Application in single Sign-On (SSO). Select a particular school site and then the type of assessments you would like to review. Note that DVRs may be submitted for Oklahoma School Testing Program (OSTP), College- and Career-Readiness Assessments (CCRA), Oklahoma Alternative Assessment Program (OAAP), and English Language Proficiency Assessments (Kindergarten ACCESS, ACCESS 2.0, and Alt ACCESS). *Note that in the application, ACCESS refers to both Kindergarten ACCESS and ACCESS 2.0.*



SELECT A DISTRICT

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All

Sites For This District		
Site Code	School Name	Grade Span



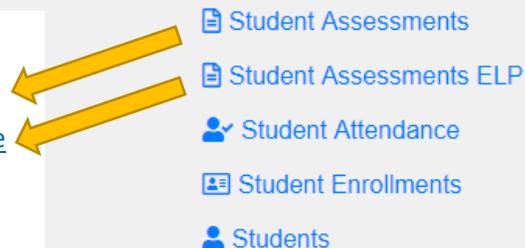
SCHOOL DATA

SCHOOL NOTIFICATIONS

SCHOOL REPORTS

For guiding questions on what to review:

- [OSTP/CCRA/OAAP Review Guide](#)
- [ACCESS/Alt ACCESS Review Guide](#)



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How do I submit a DVR?

The screenshot shows the top part of the DVR submission interface. At the top right, there are two buttons: "Create DVR for Missing Assessment(s)" and "Create DVR for Existing Assessment(s)". Below these is a "YEAR" dropdown menu set to "2018". In the center, there is a "Records 1 to 7 of 7" indicator and a "Download Excel" button. Below this is a table with the following columns: DVR, Year, STN, First Name, Middle Name, Last Name, Type, Grade, Composite Score, and NFAY. The table contains seven rows, each with a "View" link and the year "2018".

There are two ways to submit a DVR depending on its purpose: **Missing Records** or **Existing Records**.

- If you are submitting a DVR for a missing record (i.e. a student has a Math but not an ELA record), select Create DVR for Missing Assessment(s). You will need the student's STN. Then, select the specific assessment record(s) missing. If you have supporting documentation, please upload it to the DVR. Once complete, hit **Save** in the top right corner.

The screenshot shows the "DATA VERIFICATION REQUEST - MISSING ASSESSMENTS" form. At the top right, there are buttons for "Cancel", "Save", and "Save and Return". Below this is a section for "EXISTING STUDENT ASSESSMENTS" with a search bar. The next section is "REQUEST MISSING STUDENT ASSESSMENTS", which contains a table with columns for "Type", "Subject", "Notes", and "Delete". The "Type" and "Subject" columns have dropdown menus set to "(Select)". The "Notes" column has a text input field with the placeholder "Type notes here...". Below the table is a button labeled "+ Add missing assessment request record". The final section is "SUPPORTING DOCUMENTS", which has an "Upload..." button and a list of accepted file types: ".pdf, .doc, .docx, .xls, .xlsx, .jpg, .png, .csv, .txt".

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- If you are submitting a DVR for one or more current assessment records (i.e. incorrect NFAY value or NoScoreCode), select the check box next to the specific record(s). If you have supporting documentation, please upload it to the DVR. Once complete, hit **Save** in the top right corner.

DATA VERIFICATION REQUEST Cancel Save Save and Return

REQUEST

Type request here...

▲ Please type in a request before submitting your DVR (minimum 20 characters)

SUPPORTING DOCUMENTS ?

Upload... Accepted file types are: .pdf, .doc, .docx, .xls, .xlsx, .jpg, .png, .csv, .txt

SELECTED STUDENT ASSESSMENTS

Records 1 to 3 of 3 Download Excel

	Year	STN	Name	Type	Grade	NFAY	Composite No Score Code	Listening No Score Code	Reading No Score Code	Speaking No Score Code	Writing No Score Code	Other Placement	Process Include
✘	2018												
✘	2018												
✘	2018												

What happens after I submit a DVR?

Once you submit a DVR you will be able to view the request in the Data Verifications Screen.

HOME DISTRICTS STUDENTS **DATA VERIFICATIONS** AUDITS

Accountability team members review DVRs daily to review assessment data and strive to provide timely resolutions. If appropriate, a team member may reach out to request additional information supporting the requested update. At any point, you may check the Data Verifications tab to review the status of your *In Progress* DVRs. 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. Thus, submitted DVRs might not close in the order they are received. However, Accountability will ensure that all DVRs submitted during the window receive appropriate resolution.

For questions on the DVR process, or for assistance reviewing your data, please contact the Office of Accountability at (405) 522-5169, or accountability@sde.ok.gov.