

Assessment Correction Report – Frequently Asked Questions (FAQ)

Question	Answer
<p>What should I expect to see in this report?</p>	<p>This report will contain all of the assessment records that are associated with your school for the previous summer, winter, and spring testing windows.</p>
<p>How do I view/correct my data?</p>	<p>To access your assessment data, first login to the Accountability (A-F) application using your SSO account (<a href="https://sdeweb01.sde.ok.gov/SSO2/">https://sdeweb01.sde.ok.gov/SSO2/</a>). Once on the home page, select 'Your District' or 'Your School' in the blue ribbon towards the top of the screen to go to the district or site summary page. If you are a district user, choose the school you want to work on and select the 'go to school' link to the left of the school name. Once on the school summary page, select the 'Data Correction and Student Assessments' menu option. On this page, you can view all of your student assessments at a glance. To view or edit the details of a specific assessment, click on the 'view edit' link on the leftmost column.</p> <p>There are also several reports available to help you identify where errors may exist. These reports will be described in a later question.</p>
<p>Why can't I edit NFAY/Test Administration, etc.?</p>	<p>Certain elements of the testing record are determined by data submitted to the WAVE or by the assessment vendor and cannot be edited by the district or school. These elements are:</p> <ul style="list-style-type: none"> <li>• Test Administration</li> <li>• Location</li> <li>• NFAY</li> <li>• Performance Level</li> <li>• Subject</li> <li>• Other Placement</li> <li>• Taken Online</li> <li>• Grade</li> <li>• Retest</li> <li>• Raw Score</li> <li>• Scale Score</li> </ul> <p>If you have concerns regarding one of the elements, please submit a data verification request.</p>

<p>How do I submit a data verification request?</p>	<p>Go to the site summary page (the same screen where you can select ‘Data Corrections and Student Assessments’ and select the ‘View or Submit a Data Verification Request’ menu option). On this page, you may submit a new data verification request or view a previously existing data verification request.</p> <p>Data verification requests will have a different status depending on how far along the Office of Accountability is in processing your request.</p> <ul style="list-style-type: none"> <li>• Open – The request has been received by accountability staff.</li> <li>• Under Review – The request is being reviewed and/or researched by an assigned staff member.</li> <li>• Information Required – We need more information to complete the request, which we will explain in the resolution column. Please amend the request to include the necessary information.</li> <li>• Closed – The request has been closed with the resolution given.</li> </ul> <p>Whenever the status on a request changes to ‘Information Required’ or ‘Closed,’ an automatic e-mail will be sent to the e-mail account of the user who submitted the request.</p>
<p>The NFAY status on a test is incorrect. How can I change it?</p>	<p>Please refer to the <a href="#">NFAY FAQ document</a> for more information on how NFAY is determined. If after reviewing that document and verifying your enrollment records, you still believe the status is incorrect, please use the A-F application to submit a data verification request.</p>
<p>The same test record has a first name mismatch, last name mismatch, and a date of birth mismatch! How can all of this be wrong?</p>	<p>Most of the time, one of these errors will indicate slight differences in how the student’s name is reported in the WAVE and how it was reported on the test record. In some cases, however, a mismatch could indicate that the STN on the test record actually belongs to a different student. Please review the data carefully before making any changes. If the mismatch is occurring because of a slight difference in spelling or last name change (e.g., James Jones vs. Jimmy Jones), you may either update the test record to match the WAVE or update your SIS so that it matches the test record.</p> <p>If the mismatch is showing a completely different name in the WAVE, then it is most likely the STN on the assessment records that is incorrect and needs to be changed to the one belonging to the student who took the assessment.</p>
<p>Is there any information that can help me find errors that the wizard will not find?</p>	<p>The A-F application will include several different reports to help you further check the accuracy of your data (found by clicking the “Report” link on the blue bar on the top of the screen). These reports will include the list of test records we have in second time test status, a report for all assessment records included in the participation calculation as non-participants, and a report of records that do not have a match with WAVE enrollment records.</p>

How can the reports available on the “Reports” section help me with my data correction?

### **Student Testing Corrections Report**

This report compares the demographic information (e.g., race, IEP status, etc.) on the test record to that recorded in the WAVE and reports any discrepancies. At the end of the correction window, the finalized WAVE data are the data that will be used to determine student groups for accountability purposes. If the value identified as the WAVE value is correct, you may edit the assessment record so that it matches the WAVE. If the WAVE is incorrect, you should update the information in the WAVE so the appropriate information is sent back to the vendor. If you are unable to change the value in the WAVE and the assessment record is correct, please submit a data verification request explaining why the WAVE data cannot be change and identifying the correct value. If you do not take any action, we will update the assessment record with the WAVE value at the end of the correction window.

### **Second Time Test Taker Report**

This report identifies all test records that are flagged as the second (or greater) time the student is taking this test. Any student who is not taking an EOI as the result of completing instruction for this first time is considered a second time tester for that subject. If there are any students who meet this definition but do not appear on the report, you will need to edit their test record appropriately. All tests that are not flagged as a second time test will be used in accountability reporting.

### **Non-Participation Student List**

This report includes all student assessment records that are included in the participation calculation as a non-participant i.e. *these students are in the denominator, but not the numerator in the participation calculation*. This includes tests marked with the following No Score Codes:

- **DNA** – Did Not Attempt
- **ABS** – Absent
- **INV** – Invalidated – An invalidated test will only show on this report if there is no Equivalent (EQ) Test with a valid score. If the invalidated test is the only test record for the student in the subject, then that test is used in the denominator of the participation calculation, but not in the numerator.
- **OAAP** – Alternate Assessment – A test marked with a no score code of ‘OAAP’ will show on this report if there is no OAAP record with a valid for the given subject.
- **ELL1** – English Language Learner 1<sup>st</sup> Year Exempt – According to federal guidelines students exempted from the reading/ELA assessment due to being recent arrivals in the U.S. count are allowed to take the English Proficiency (WIDA) exam to satisfy the federal participation reading/ELA requirement. When we receive WIDA test data from the vendor, we will match those records with all students with an ELL1 exemption. Those with a valid WIDA score will then be removed from this report.

### **No Matching Enrollment Report**

This report displays assessment records for students without a valid matching enrollment record in the WAVE. This could be the result of a missing or invalid STN, or of a coding error listing the wrong site for the student (i.e. a student enrolled at a Middle School with a test that is assigned to the High School). Additionally, the enrollment type as defined by their Basis of Admission Code could be one that is not used for accountability reporting (i.e.

	COOP for a Co-op student).
If I make a change in my Student Information System, will it update the report?	<p>Yes. This report is linked to the WAVE. The information on the test record is compared to the current information in the WAVE for the student with the same STN. If the information in the WAVE is updated (e.g., enrollment records, demographics, etc.), that information will be carried through to this report.</p> <p>For example, if the report identifies a correction is needed because the ethnicity on a test record does not match the WAVE, and if you edit the WAVE so that it matches the test record, then when the report updates the test record will no longer be identified as needing a correction.</p>
If the data is not correct, can I change it?	<p>Yes. You may edit information such as STN, Not Tested Code, and Second Time Tester directly on this report. For most demographics (e.g., race, IEP status), we will use the information supplied from the WAVE to update the assessment record at the end of the correction window.</p> <p>For any other needed correction that you cannot directly edit (e.g., missing data or data that doesn't seem to belong to you), please use the A-F application to submit a data verification request.</p>
I made all of the corrections that were identified by the student corrections report. Why are new ones appearing?	<p>The data are compared against the WAVE in real time to check for any discrepancies. If you edit a test record to fix one discrepancy, new errors may be found based on the corrected data.</p> <p>For example, if you correct a test because it had a missing STN, the missing STN error will go away. Now that the test record can match with a student record in the WAVE, new errors may be discovered (e.g., IEP status). For this reason it is recommended that whenever you make a change to a test record or to a student record in the WAVE, you check back the following day to check if any new corrections have been identified.</p>
I requested this test to be invalidated, marked as other placement, etc., and it is not showing up. What do I need to do to fix this?	If a test record is supposed to be invalidated or marked with some other status, you should first verify that the request was submitted and approved via the Testing Status Application. Next, you should check to see the test record has an error that would have prevented it from matching the invalidation request (e.g., an incorrect STN). If you correct any errors on the test record, the invalidation will then be applied once the data are returned to the testing vendor for final processing.
Why is this test showing up with a not tested code of DNR-D?	<p>A student may only have one valid test score per subject per test administration. If a student takes the same exam and receives a valid score multiple times within the same testing window, then the first exam taken chronologically will stand as the test of record whereas the other ones will be marked as DNR-D.</p> <p><b>Note:</b> This does not apply to students that invalidated an Operational Form to take an Equivalent Form. For mobile students who take the same exam at different schools, DNR-Ds will not count against a school's participation rate.</p>