

2017-18 DLM-AA Assessment Correction and Scores Review Procedures

Timeline: DLM-AA Assessment Correction functionality is now available to all districts in SIS.

Tuesday, June 26, 2018: The 2017-18 preliminary DLM-AA score data and unassigned test results are available in SIS. Missing scores will appear with Unassigned.

For School Report Card purposes, DLM-AA Corrections will be available until **August 31, 2018**.

1) How is the DLM-AA Assessment Correction and Scores Report structured, and who is included?

Students are grouped on the Assessment Correction (Detail) Report by a combination of their Home School and Testing School. For most students, their Home School is the same as their Testing School. Students in grades 3-8, and 11 are included in the Assessment Correction Report when the date of their SIS enrollment falls within the start and end dates of the DLM-AA Test Window, as identified in SIS. **Note: The DLM-AA Test Window was 3/14/2018- 5/9/2018.**

2) What should I review in the DLM-AA Assessment Correction and Scores Report?

A. Ensure students are included on the appropriate Assessment Correction report.

If a student appears on PARCC Assessment Correction but should be on DLM-AA Assessment Correction and Scores, take the following steps:

Step 1: Login to SIS via IWAS from www.isbe.net under "System Quick Links."

Step 2: Click on **Assessment Pre-ID**, then **PARCC**.

Step 3: Enter SID and one of the following: Last Name, First Name, or Date of Birth. Click Search.

Step 4: Select "Remove from PARCC and Add to DLM-AA" Click Submit.

B. Ensure students are included on the appropriate Assessment Correction report.

If a student appears on SAT Assessment Correction but should be on DLM-AA Assessment Correction and Scores, take the following steps:

Step 1: Login to SIS via IWAS from www.isbe.net under "System Quick Links."

Step 2: Click on **Assessment Pre-ID**, then **SAT**.

Step 3: Enter SID and one of the following: Last Name, First Name, or Date of Birth. Click Search.

Step 4: Select "Remove from SAT and Add to DLM-AA" Click Submit.

C. Verify score data.

- o Verify all students who tested have score data.
- o Verify there are **no error codes** for any student record.
- o If a student has score data but did not test at your school, contact the SIS Helpdesk or Assessment Division for assistance.

D. Enter a [Reason for No Valid Test Attempt](#) (RNVTA) as applicable. Rely on your local records.

Notes about entering RNVTAs:

- o SIS Entry and Exit dates have been included in the Assessment Correction Report to assist with this review.
- o If a student started testing in your school and completed testing in a different school, enter code 07 (Transferred Out Prior to Testing) as the RNVTA for both content tests. Score data for both tests will be attributed to the new school.
- o If a student enrolled in your school but had already started/completed testing in his/her previous school or transferred in too late to test feasibly, enter code 08 (Transferred In After Test Administration) as the RNVTA.
- o Any RNVTA entered for a student who receives a score will be removed automatically.
- o Any student without a DLM-AA scale score or "Reason for No Valid Test Attempt" will be considered to be "Absent from Testing" which negatively affects participation rate and possibly ELA and math proficiency.
- o EL students whose "First Year in U.S. School" indicator is "Yes" do not require a RNVTA for ELA/L since the ELA/L exemption is captured by this indicator.

3) How do I view the DLM-AA Assessment Correction and Scores Report?

Step 1: Login to **SIS** via **IWAS** from www.isbe.net under "System Quick Links."

Step 2: Click on **Reports**, then **DLM-AA Correction and Score (all students)**. "Summary" gives you general counts and "Detail" will show you a student list with details. We recommend viewing the "Detail" report.

Step 3: **Filters** (e.g., grade) may be used as desired. Sort By is defaulted to "Student Name" (edit as needed). Click **Create PDF Report** to quickly view your student list.

Step 4: View students on PDF report.

4) How do I correct data on the DLM-AA Assessment Correction and Scores Report?

To update Online, take the following steps:

Step 1: Login to **SIS** via **IWAS** from www.isbe.net under "System Quick Links."

Step 2: Click on **Assessment Correction**, then **DLM-AA**. Enter SID and one of the following: Last Name, First Name, or Date of Birth. Click Search.

Step 3: Click "Edit".

Step 4: Make the needed updates. Click Submit.

To Update via Batch, request an Assessment DLM-AA Correction and Scores File:

1. Login to SIS via IWAS.
2. Click on Batch Files to expand section.
3. Click on Request File.
4. Click on the dropdown menu to select Assessment DLM-AA Correction.
5. Click on Request File.

The request will be processed, and a file will be sent to the Upload/Download File link in SIS. Once the DLM-AA Correction File has been downloaded, the data will need to be inserted into a DLM-AA Correction template.

The following fields can be added/updated: LEP Indicator, FRL/Low Income Indicator, Homeless Indicator, 21st Century Indicator, Testing School RCDTS, Valid Grade at Time of Testing, Reason for No Valid Test Attempt Mathematics, Reason for No Valid Test Attempt ELA, Reason for No Valid Test Attempt Science, and First Year in U.S. School.

If a batch template is needed, the DLM-AA Correction template can be downloaded from the SIS page under "Assessment" <https://www.isbe.net/Pages/Excel-Templates-for-student-data-input-into-SIS.aspx>. Tips for completing and steps for creating and uploading the DLM-AA Correction template are located at this website.

5) How do I check to see if I have any DLM-AA Unassigned Scores?

Step 1: Login to **SIS** via **IWAS** from www.isbe.net under "System Quick Links."

Step 2: Click on **Assessment Unassigned**, then locate **DLM-AA**. You can select a DLM-AA Test Schools, or leave it as is which will show all Unassigned Scores for the district. Verify the data and follow the Proposed Action to match the scores if possible. An overnight process will run to match the DLM-AA Scores.

Step 3: On the Assessment Unassigned page, there is a reference document to help you correct the Unassigned Scores. It is located at the top of the page in a blue [Click here for help](#) link.

Note: To view the Unassigned as a PDF report or download the Unassigned records into Excel, go to "Reports" and select the "Detail" report.

6) Who should I contact for assistance?

Contact the SIS Helpdesk at 217-558-3600, option 3 for technical assistance. Contact the Assessment Division at 866-317-6034 for general DLM-AA questions or assistance with policy issues.