

Attention Administrators IAR Scores are Now Posted in SIS.

1) What should I review in the IAR Assessment Correction Report?

- **Ensure students are included on the appropriate Assessment Correction report.**
If a student appears on IAR Assessment Correction but should be on DLM-AA Assessment Correction and Scores, verify the student's IDEA Services (IEP) indicator in the "Program Indicators" tab in SIS enrollment is "Yes" and Alternate Assessment (DLM-AA) Indicator is "Yes."
- **Correct indicators as needed, paying special attention to the "First Year in U.S. School" indicator.**
- **Enter a Reason for No Valid Test Attempt (RNVTA) as applicable. Rely on your local records.**
 - <https://www.isbe.net/Documents/reason-no-valid-test-attempt.pdf>

Notes about entering RNVTAs:

- *SIS Entry and Exit dates have been included in the Assessment Correction Report to assist with this review.*
- *An IAR scale score is generated in a content area only when students respond to at least one item on the ELA assessment, or at least 1 item in 2 out of 3 units (for the math assessment). Any attempt that does not meet these criteria will require a RNVTA.*
- *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.*
- *If a student enrolled in your school but had already started/completed testing in his/her previous school or transferred in too late for testing to be feasible, enter code 08 (Transferred in After Test Administration) as the RNVTA.*
- *Any RNVTA entered for a student who receives a score will be removed automatically after scores are posted.*
- *After the corrections window closes, RNVTA code 19 will be applied to all records having no score and no RNVTA code.*
- *Suppression code 05 and RNVTA code 23 will be applied to all EL records whose "First Year in U.S. School" indicator is "Yes" as long as scores are present. If no scores are present, the school must enter the applicable RNVTA (likely RNVTA code 10 or 15).*

2) How do I view the IAR Assessment Correction Report?

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

Step 2: Click on **Reports, Assessment**, then **IAR Assessment Correction**. "Summary" gives you general counts and "Details" will show you a student list with details. We recommend viewing the "Details" report.

Step 3: Filters (e.g., grade) may be used as desired. **Sort By** is defaulted to "Reason for No Valid Test Attempt" but can be changed as desired. Click **Create PDF Report** to quickly view your student list.

Step 4: View students on PDF report.

3) How do I correct data on the IAR Assessment Correction 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 **IAR**. Enter SID and one of the following: Last Name, First Name, or Date of Birth. Click Search.

Step 3: Click on the test you need to update.

Step 4: Click "Edit" and make the needed update(s). Click Submit.

To Update via Batch, request an Assessment IAR Correction 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 IAR 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 IAR Correction File has been downloaded, the data will need to be inserted into an IAR Correction template. The following fields can be updated: LEP Indicator, IDEA Services (IEP) Indicator, FRL/Low Income Indicator, Homeless Indicator, 21st Century Indicator, Testing School RCDS, Valid Grade at Time of Testing, Reason for No Valid Test Attempt, and First Year in U.S. School.

If a batch template is needed, the IAR 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 IAR Correction template are located at this website.

4) How do I view the IAR Assessment Scores Report in SIS?

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

Step 2: Click on **Reports, Assessments**, then **IAR Assessment Scores**. "Summary" gives you general counts and "Details" will show you a student list with scores. We recommend viewing the "Details" report. The **IAR Assessment Scores Grid** report will show aggregate data by school/district and grade level.

Step 3: Filters (e.g., grade) may be used as desired. You can select "Errors Only" (recommended) to see if you have any errors to resolve. Click **Create PDF Report** to quickly view your students' scores. Click on **View Report** to export data.

Step 4: Review scores and resolve error codes, if any. **Column T** of the report will show the error code, if applicable.

- 1 - Student score data are expected but missing. Enter a RNVTA or check for score data in "Unassigned Test Results" report.
- 2 - For Grades 3-8, Grade of Test Code of Test Taken does not match Grade (n/a for those who took a course-based test). Edit Grade in the Correction file or contact ISBE to suppress score data.
- 3 - For Grades 9-12, Test Code of Test Taken corresponds to a grades 3-8 test. Edit Grade in the Correction file or contact ISBE to suppress score data.
- 4 - Student has multiple attempts for the same content area. Contact ISBE for assistance.

5) What should I review in the IAR Assessment Scores Report?

Open the **IAR Assessment Scores (Details)** report and review the following:

1. Verify all students who tested have score data.
2. Verify there are **no error codes** for any student record (see **Column T** of the report).
3. Review the "Unassigned Test Results" report for missing score data. ISBE will be contacting districts that have unresolved unassigned test results.

If a student has score data but did not test at your school, contact the Assessment Department at 866-317-6034 or assessment@isbe.net.

6) How do I check to see if I have any Unassigned IAR Scores?

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

Step 2: Click on **Assessment Unassigned**, then locate **IAR**. You can select a specific IAR Testing School, 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 IAR Scores.

Step 3: On the Assessment Unassigned page, use the "Click here for help" link to help you correct the Unassigned Scores.

Note: To view the Unassigned Test Results in PDF format or download into a spreadsheet, follow the steps below:

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

Step 2: Click on **Reports**, then **Unassigned Test Results (IAR)** and select the "Details" report.

Step 3: Select the specific test name or choose "All."

Step 4: Select "Create PDF Report" to view students on a PDF report (recommended) or "View Report" to download into a spreadsheet.

7) Who should I contact for assistance?

Contact the SIS Helpdesk at 217-558-3600, option 3 for technical assistance and for guidance in resolving unassigned test results. Contact the Assessment Department at 866-317-6034 or assessment@isbe.net for general IAR questions or assistance with policy issues.