

2018-19 IAR Assessment Correction and Scores Review Procedures

(Posted 07/18/19)

Timeline	Action Needed
Varies: Day After Test Window Closes	IAR Assessment Correction Available in SIS Districts should begin to review the IAR Assessment Correction report in SIS. The purpose of the IAR Assessment Correction report is to allow districts to review and correct demographics and enter Reason for No Valid Test Attempt (RNVTA) codes for students who did not test.
Thursday, July 18, 2019	IAR Score Data Available in SIS Districts should begin to review the IAR Assessment Scores report in SIS. The purpose of the IAR Assessment Scores report is to allow districts to review scores and resolve any error codes that may be present. Missing scores will appear on the Unassigned Test Results report. Unassigned test results are available in SIS. Error codes are described on page 2 of this document.
Monday, July 29, 2019	SIS sends updates to Pearson for hard copy score report production.
Friday, August 16, 2019	Deadline for all IAR corrections for accountability purposes

1) How is the IAR Assessment Correction Report structured, and which students are 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 are included in the Assessment Correction Report when the date of their SIS enrollment falls within the start and end dates of their Testing School's Test Window, as identified in SIS. **Note: If a school did not enter a Test Window start and end date, these have been defaulted to 03/05/19 – 04/20/19.**

2) 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 is "Yes" and 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 **IAR**.

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

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

• 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.

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.
- Any student without an IAR scale score or "Reason for No Valid Test Attempt" will be considered to be "Absent from Testing" which negatively affects participation rate and possibly percent proficient rate.
- After the corrections window closes, [RNVTA code 19](#) will be applied to all records having no score and no RNVTA code. This code affects participation rate and possibly percent proficient rate. Districts have until August 16, 2019, to edit this.
- 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](#)).

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3) 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**, then **IAR Assessment Correction**. "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 "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.

4) 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.

5) 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**, then **IAR Assessment Scores**. "Summary" gives you general counts and "Detail" will show you a student list with scores. We recommend viewing the "Detail" 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. **Sort By** is defaulted to "Error" (edit as needed). 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.

Error Code 1	Student score data are expected but missing. Enter a RNVTA or check for score data in "Unassigned Test Results" report if you know the student tested.
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Error Code 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 to match the grade of the test taken or contact the Division of Assessment and Accountability at 866-317-6034 or assessment@isbe.net to suppress score data.
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Error Code 3	Not applicable for 2018-19.
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Error Code 4	Student has multiple attempts for the same content area. Contact the Division of Assessment and Accountability at 866-317-6034 or assessment@isbe.net to suppress score data.
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6) What should I review in the IAR Assessment Scores Report?

Open the **IAR Assessment Scores (Detail)** 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.
4. If a student has score data but did not test at your school, contact the Assessment and Accountability Division for assistance at 866-317-6034 or assessment@isbe.net.

7) 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, DLM-AA, SAT/PSAT)** and select the "Detail" 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.

8) 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 and Accountability Division at 866-317-6034 or assessment@isbe.net for general IAR questions or assistance with policy issues.