

# Spring 2024 ISA Assessment Correction and Scores Review Procedures

(Posted June 20, 2024)

Spring 2024 score data for the Illinois Science Assessment (ISA) are anticipated to be available in ISBE’s Student Information System (SIS) on Tuesday, July 22, 2023. These scores will contain a placeholder value of 111 for students who will receive a score. The actual science scores will be available in late August. Contact the SIS Helpdesk at 217-558-3600, option 3, for technical assistance. Contact the Assessment Department if you have any general questions by calling 866-317-6034 or write to staff at [assessment@isbe.net](mailto:assessment@isbe.net).

Timeline	Action Needed
<b>Now</b>	<p><b>Assessment Enrollment Verification Report Available in SIS</b></p> <p>Districts should review the <b>Assessment Enrollment Verification Report</b> in ISBE’s SIS. The purpose of this report is to allow districts to review and correct SIS enrollments to ensure that assessment scores will match seamlessly.</p> <p>For more details about the Assessment Enrollment Verification Report, please see <a href="#">slides 33-37</a> of the End of SY 2023-24 and Planning for SY 2024-25 webinar.</p>
<b>Wednesday, May 15, 2024</b>	<p><b>ISA Assessment Correction Available in SIS</b></p> <p>Districts should review the <b>ISA Assessment Correction</b> report in SIS. This report allows districts to review and correct demographics and enter <a href="#">Reason for No Valid Test Attempt (RNVTA)</a> codes for students who did not test.</p> <p>If any students are missing from this report, verify the SIS Enrollment Home School is correct, DLM-AA indicator=No, and that the appropriate Testing School shows in the Correction record. See notes below for exited students.</p>
<b>Monday, July 22, 2024</b>	<p><b>ISA Assessment Scores Available in SIS</b></p> <p>Districts should review the <b>ISA Assessment Scores</b> report to view scores and resolve any error codes that may be present. Districts should continue to review the <b>ISA Assessment Correction</b> report in SIS and correct demographics and enter <a href="#">RNVTA</a> codes for students who did not test.</p> <p>Missing scores will now appear on the <b>Unassigned Test Results Report</b>. Unassigned test results can be matched to an existing student enrollment by going to the Assessment Unassigned page and entering the student’s identification (SID) number.</p>
<b>Wednesday, July 31, 2024</b>	<p><b>Last Day to Update or Create Enrollment Records for SY 2023-24</b></p> <p>Districts should verify all enrollments have been updated and/or created for students who may have errors or did not have an enrollment record. This is the deadline to verify the correct assessment is identified in the SIS enrollment “Program Indicators” tab (if enrollment is active) or “Demographics by Enrollment” link (if enrollment is exited).</p>
<b>Friday, August 23, 2024</b>	<p><b>Deadline</b> for all ISA corrections.</p>

## 1) Review ISA Assessment Correction Report for included students.

A student appears on a district’s ISA Assessment Correction Report (and screen) when the district is the Home, Serving, or Testing school for a student enrollment during the test window based on the student’s *Grade Level* (5, 8, and 11) and *DLM-AA Indicator* (No) in SIS. (To modify, see **Notes** below.) Choose the appropriate **School** option to view students.

### Notes:

- Students in Grade 11 are included in the report if they had a SIS enrollment on any day of the testing window from March 1-April 30, 2024, and are not included on the DLM-AA Assessment Correction and Score Report instead.
- Only a student’s Home district can modify the student’s SIS Correction record, Program Indicators (if enrollment is active), or Demographics by Enrollment (if enrollment is exited). An overnight process reconciles changes for active and exited students.
  - For an active student who is missing, change the *DLM-AA indicator* to “No” on the **SIS Program Indicators** page.
  - For an exited student who is missing, select the appropriate exited enrollment in SIS, click on the **Demographic by Enrollment** link, change the captured *DLM-AA indicator* to “No” and save.

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## **2) How do I view data in the ISA Assessment Correction Report?**

**Step 1:** Login to **SIS** via **IWAS** from [www.isbe.net](http://www.isbe.net) under "System Quick Links."

**Step 2:** Click on **Reports** (in blue column on left), then **Assessments**, then **ISA 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** 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 view your student list.

**Step 4:** Review student information and make notes of any needed corrections.

## **3) How do I correct data on the ISA Assessment Correction Report?**

To update online, take the following steps:

**Step 1:** Login to **SIS** via **IWAS** from [www.isbe.net](http://www.isbe.net) under "System Quick Links."

**Step 2:** Click on **Assessment** (in blue column on left), then **Correction**, then **ISA**. Enter SID number and one of the following: Last Name, First Name, or Date of Birth. Click "Search."

**Step 3:** Click "Edit" and make the needed update(s) for the test record. Click "Submit."

**Correct indicators as needed, paying special attention to the "First Year in U.S. School" indicator.**

**Enter [RNVTA](#) codes, as applicable. Rely on your local records.**

*Notes about entering RNVTA codes:*

- *SIS Entry and Exit dates have been included in the Assessment Correction Report to assist with this review.*
- *An ISA scale score is generated only **when students respond to at least one item in two out of three units**. Any attempt that does not meet these criteria will require an 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.*
- *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 student without a scale score or "Reason for No Valid Test Attempt" will be considered to be "Absent from Testing" which negatively affects participation rate.*
- *If no scores are present, the school must enter the applicable RNVTA (likely [RNVTA code 10 or 15](#), unless another code applies).*
- *If a student did not test due to being a Private School Student (must show PSS=Yes in SIS program indicators tab), apply [RNVTA 16](#).*

To update via Batch, request an Assessment ISA Correction File:

1. Log in to SIS.
2. Click on "Batch File Processing" to expand section.
3. Click on "Request File."
4. Click on the dropdown menu to select Assessment ISA 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 ISA Correction File has been downloaded, the data will need to be inserted into an ISA 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 RCDTS (only if scores are not matched yet), 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 ISA Correction template can be downloaded from the [SIS Excel Templates webpage](#) under "Assessment." [Tips](#) for completing and steps for creating and uploading the ISA Correction template are located at this webpage.

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## 4) How do I view the ISA Assessment Scores Report in SIS (available only after scores are posted)?

**Step 1:** Log in to **SIS** via **IWAS** from [www.isbe.net](http://www.isbe.net) under "System Quick Links."

**Step 2:** Click on **Reports** (in blue column on left), then **Assessments**, then **ISA Assessment Scores**. "Summary" gives you general counts, and "Details" will show you a student list with scores. We recommend viewing the "Details" report.

**Step 3: Filters** may be used as desired. You can select "Errors Only" (recommended) to see if you have any errors to resolve.

**Sort By** may be used as desired. (Selection will shift applicable records to the top of the report.) Click **Create PDF Report** to view your students' scores and any error codes. Click on **View Report** to export data.

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

## 5) What should I review in the ISA Assessment Scores Report (available only after scores are posted)?

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

- Verify all students who tested have score data.
- Enter [RNVTA](#) codes, as applicable, for any record with error code 1. Rely on your local records. Enter [RNVTA code 10](#) unless another code applies.
- For any student who tested but has error code 1, check 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 for assistance.
- Verify there are **no error codes** for any student record (See **Column Q** of the report.)

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<b>Error Code 1</b>	Student score data are expected but missing. Enter an RNVTA or check for score data in "Unassigned Test Results" report if you know the student tested.
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<b>Error Code 2</b>	For ISA Assessment participants (Grades 5, 8, and 11), Test Code of Test Taken does not match Grade. Edit Grade in the Correction file to match the grade of the test taken or contact the Assessment Department at 866-317-6034 or <a href="mailto:assessment@isbe.net">assessment@isbe.net</a> to suppress score data.
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<b>Error Code 3</b>	Student has multiple attempts for the same content area. Contact the Assessment Department at 866-317-6034 or <a href="mailto:assessment@isbe.net">assessment@isbe.net</a> for assistance.
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## 6) How do I check and resolve any Unassigned ISA Scores?

**Step 1:** Login to **SIS** via **IWAS** from [www.isbe.net](http://www.isbe.net) under "System Quick Links."

**Step 2:** Click on **Assessment** (in blue column on left), then select **Unassigned**.

**Step 3:** Click to open the **ISA Unassigned** section. You can select a specific school or leave for the entire district.

**Step 4:** Click **Select** next to the unassigned record to review the vendor-provided data. Enter the SID number to review SIS student enrollment(s) during the test window(s). Click the **Match** button on the appropriate enrollment and click **OK**.

**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](http://www.isbe.net) under "System Quick Links."

**Step 2:** Click on **Reports** (in blue column on left), then open **Assessment** and select **Unassigned Test Results** Details Report.

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

**Step 4:** Select "PDF" or "Excel," then "Create Report" to view students.