2016-17 PARCC Assessment Correction and Assessment Scores Review Procedures

Timeline: PARCC Assessment Correction functionality is now available to all districts in SIS. The 2016-17 preliminary PARCC score data were posted in SIS on **Friday, June 30, 2017**. SIS will send any updates to Pearson for hard copy score report production on **Friday, July 14, 2017**. For School Report Card purposes, PARCC Corrections will be available until **Friday, September 22, 2017**.

1) **How is PARCC 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 03/06/17 – 04/28/17.*
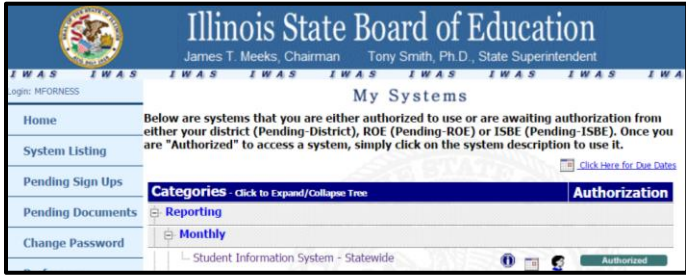
SIS Home School: 579321546380000 (Elementary School) SIS Testing School: 579321546380000 (Elementary School)				Testing School Test Window: 03/06/2017 – 04/28/2017 Test Window Status: COMPLETE																	
Student ID Student Name	Date of Birth	Grade	Test Code (Test to be Taken)	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
123456789 Student One	12/13/2004	5	ELA05	S	O	M	14	Y	N	Y	N	N	N	Y	Y	N	02/10/2016	04/04/2016	02	01
312654987 Student Two	12/13/2004	5	MAT05	S	O	M	14	Y	N	Y	N	N	N	Y	Y	N	02/10/2016	04/04/2016	02	01
987654321 Student Three	10/29/2003	5	ELA05	S	O	F	14	Y	N	Y	N	N	N	Y	Y	N	04/13/2016	05/27/2016	05	10
246813579 Student Four	10/29/2003	5	MAT05	S	O	F	14	Y	N	Y	N	N	N	Y	Y	N	04/13/2016	05/27/2016	05	10
Distinct Student Count for Test Window Status COMPLETE: 2																				
Total Test Count for Test Window Status COMPLETE: 4																				

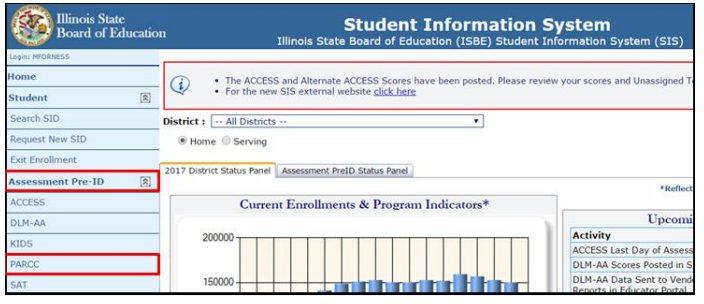2) **What should I review in the PARCC Assessment Correction Report?**

   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:
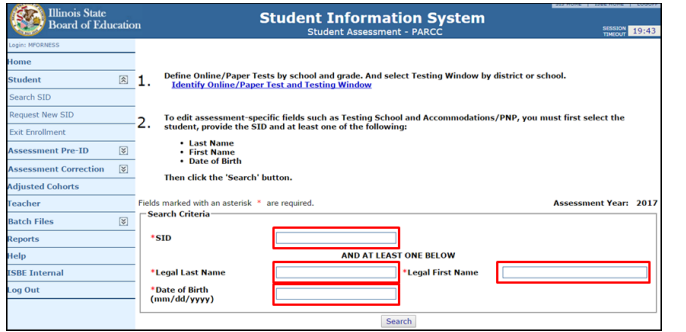
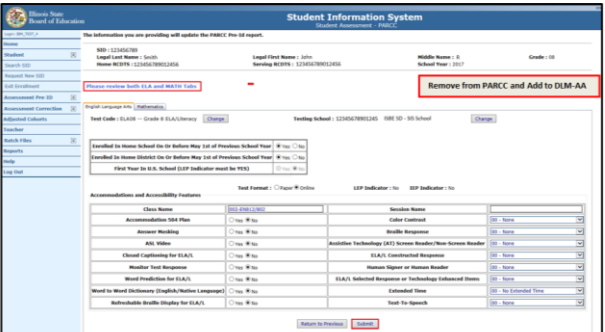| **Step 1:** Login to **SIS** via **IWAS** from www.isbe.net under "System Quick Links."	**Step 2:** Click on **Assessment Pre-ID,** then **PARCC**.
Step 3: Enter SID and one of the following: Last Name, First Name, or Date of Birth. Click Search.	**Step 4:** Select "Remove from PARCC and Add to DLM-AA" Click Submit.

   B. **Correct indicators as needed, paying special attention to the following:**

   o Enrolled in Home School/District On or Before May 1 (of 2016) Indicator
   o First Year in U.S. School Indicator

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

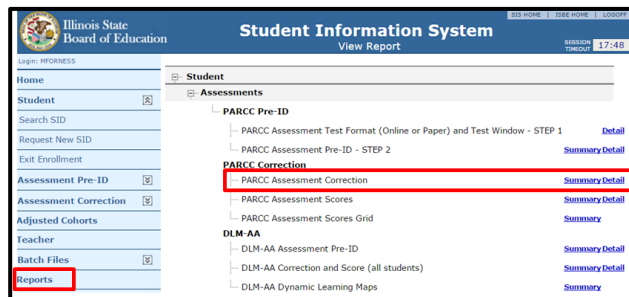*Notes about entering RNVTAs:*

o *SIS Entry and Exit dates have been included in the Assessment Correction Report to assist with this review.*

o *A PARCC scale score is generated in a content area only when students respond to at least one item in at least 2 out of 3 units or in at least 3 out of 4 units. Any attempt that does not meet these criteria will require a RNVTA.*

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 PARCC scale score or "Reason for No Valid Test Attempt" will be considered to be "Absent from Testing" which negatively affects participation rate.*

o *LEP 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.*

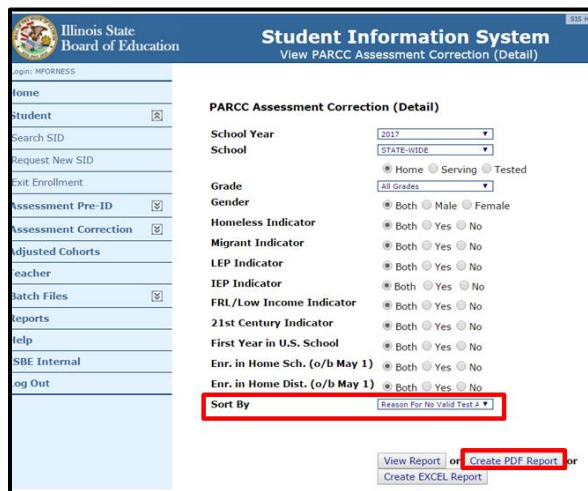## 3) How do I view the PARCC Assessment Correction Report?
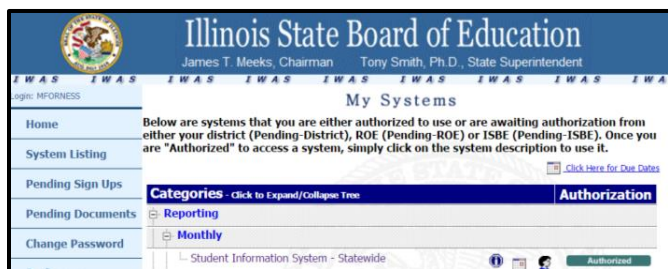
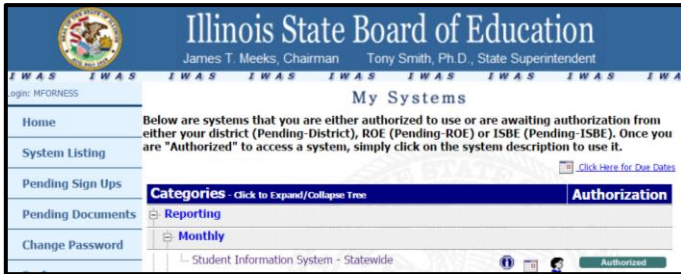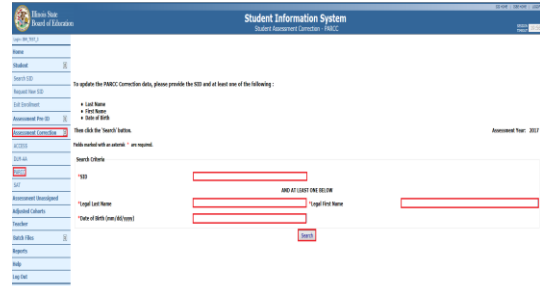|	
Step 1: Login to **SIS** via **IWAS** from www.isbe.net under "System Quick Links."	**Step 2:** Click on **Reports,** then **PARCC Assessment Correction**. "Summary" gives you general counts and "Detail" will show you a student list with details. We recommend viewing the "Detail" report.
Step 3: Filters (e.g., grade) may be used as desired. **Sort By** is defaulted to "Reason for No Valid Test Attempt." 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 PARCC Assessment Correction Report?

To update Online, take the following steps:

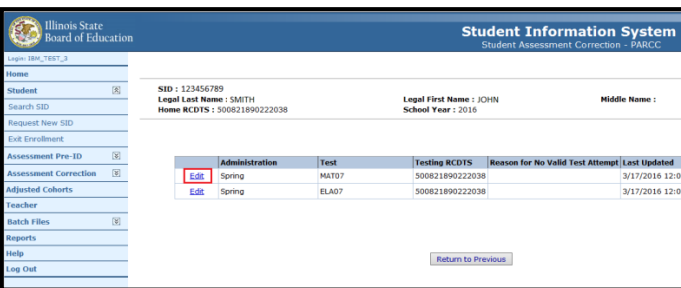|	
Step 1: Login to **SIS** via **IWAS** from www.isbe.net under "System Quick Links."	**Step 2:** Click on **Assessment Correction,** then **PARCC**. Enter SID and one of the following: Last Name, First Name, or Date of Birth. Click Search.
Step 3: Click on the test you need to update.	**Step 4:** Click "Edit" and make the needed updates. Click Submit.

To Update via Batch, request an Assessment PARCC 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 PARCC 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 PARCC Correction File has been downloaded, the data will need to be inserted into a PARCC Correction template.

The following fields can be added/updated: IEP Indicator, 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, First Year in U.S. School, and Enrolled in Home School/District On or Before May 1.

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

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

Open the **PARCC Assessment Scores (Detail)** report and review the following:
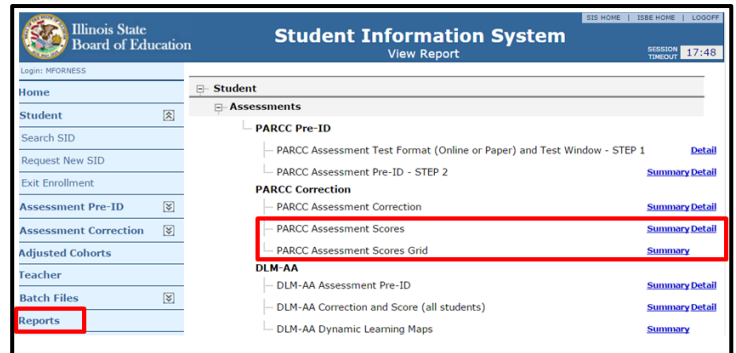1. Verify all students who tested have score data.
2. Verify there are **no error codes** for any student record.
3. Review the "Unassigned Test Results" report for missing score data. ISBE will be contacting districts with unresolved unassigned test results.
4. If a student has score data but did not test at your school, contact the SIS Helpdesk or Assessment Division for assistance.

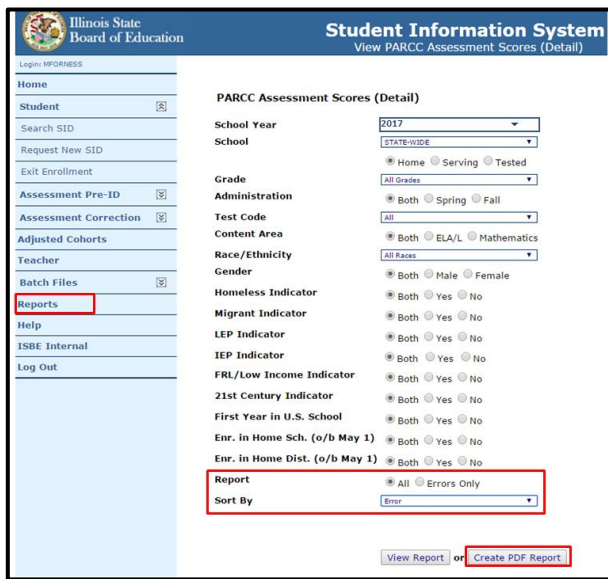**6) How do I access the PARCC Assessment Scores Report in SIS?**
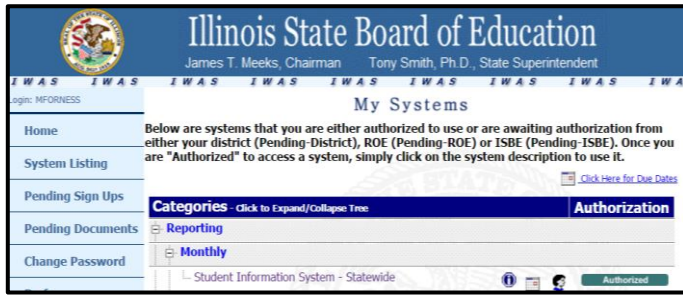
|	
Step 1: Login to **SIS** via **IWAS** from www.isbe.net under "System Quick Links." 	**Step 2:** Click on **Reports,** then **PARCC Assessment Scores**. "Summary" gives you general counts and "Detail" will show you a student list with scores. We recommend viewing the "Detail" report. The **PARCC Assessment 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 error code if any. **Error Code 1:** Student score data are expected but missing. Enter a RNVTA or check for score data in "Unassigned Test Results" report. **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 or contact ISBE to suppress score data *Error Code 3: Not applicable for 2016-17.* **Error Code 4:** Student has multiple attempts for the same content area. Contact ISBE for assistance.

Error Code table:

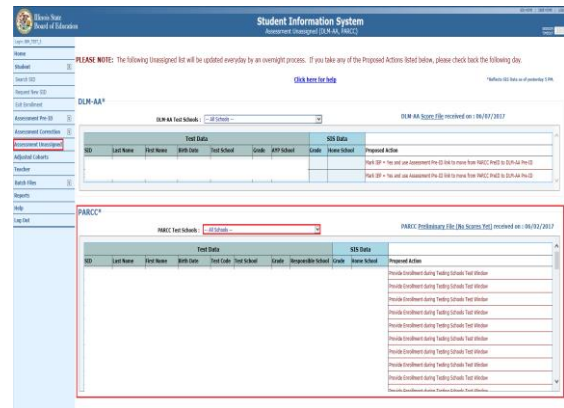| E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
MAT07	O										0	0			1
ELA05	O										0	0			1
MAT08	O										0	0			1
MAT08	O										0	0			1
ELA09	O										0	0			1
ELA09	O										0	0			1
ALG01	O										0	0			1
ELA09	O										0	0			1
ALG01	O										0	0			1
ELA09	O										0	0			1
MAT06	O	675	1	3	3	3	3				46	48			2

7) How do I check to see if I have any Unassigned PARCC Scores?
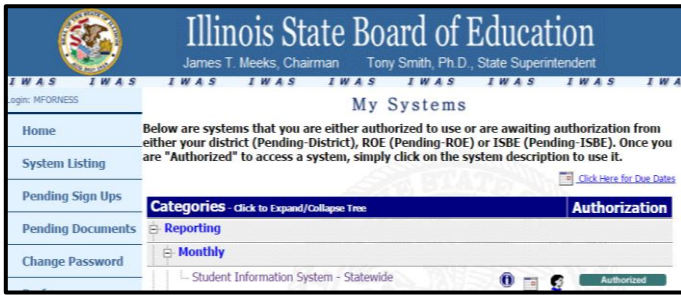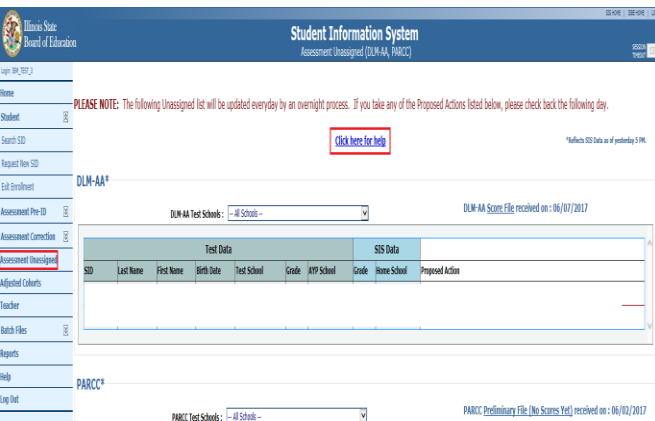
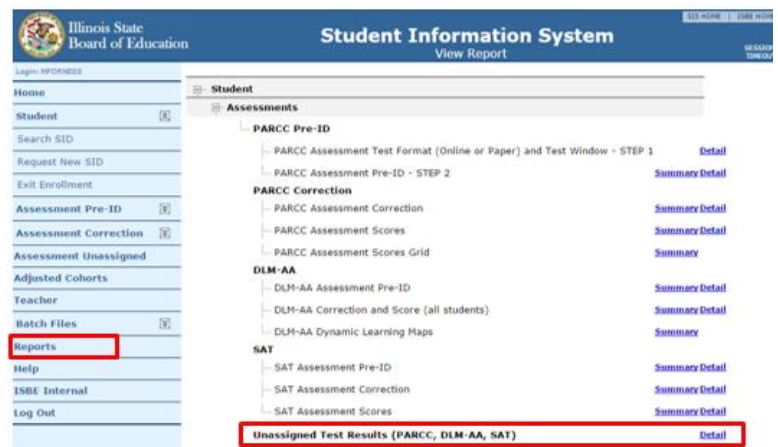|	
Step 1: Login to **SIS** via **IWAS** from www.isbe.net under "System Quick Links."	**Step 2:** Click on **Assessment Unassigned,** then locate **PARCC***. You can select a PARCC Test Schools, or leave it as is which will show all Unassigned Scores for the distirct. Verify the data and follow the Proposed Action to match the scores if possible. An overnight process will run to match PARCC 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. Choose "Create PDF Report" for a printable report or "View Report" to download data into Excel.

8) 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 PARCC questions or assistance with policy issues.