

Spring 2021 SAT Assessment Correction and Scores Review Procedures

(Posted May 6, 2021 and updated August 2, 2021)

The PSAT 10 and PSAT 8/9 were eliminated for spring 2021. The essay portion of the SAT was also eliminated for spring 2021 (and for any potential fall 2021 ISBE-provided administration). The use of "SAT/PSAT" in this document reflects the current naming conventions in ISBE's Student Information System (SIS). No PSAT data or records are or will be included for spring 2021. Please refer to the [ISBE SAT website](#) for more details. Contact the SIS Helpdesk at (217) 558-3600, option 3, for technical assistance. Contact the Assessment Department at assessment@isbe.net if you have any general questions about the ISBE-provided SAT.

Timeline	Action Needed
Wednesday, April 28, 2021	SAT Assessment Correction Begins Districts should begin to review the SAT/PSAT Assessment Correction Report in ISBE's SIS. The purpose of the SAT 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.
August 6, 2021	SAT Score Data Available in SIS Districts should begin to review the SAT Assessment Scores Report in SIS. The purpose of the SAT 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. This document has been updated to include directions for reviewing scores and unassigned records.
Friday, September 3, 2021	Deadline for all SAT corrections for School Report Card purposes.

1) How is the SAT Assessment Correction Report structured, and which students are included?

Students are grouped on the Assessment Correction (Details) 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 grade 11 and [some in grade 12](#) are included in the Assessment Correction Report if they had a SIS enrollment on the first day of SAT testing -- **April 13, 2021** -- and are not included on the DLM-AA Assessment Correction and Scores Report instead.

2) What should I review on the SAT Assessment Correction Report?

- **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, 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." If the enrollment record has already been exited for SY21, please contact the Assessment Department for further guidance by calling 866-317-6034 or writing to assessment@isbe.net.
- **Correct indicators as needed, including the "First Year in U.S. School" indicator.**
- **Enter [RNVTA](#) codes, as applicable. Rely on your local records.**

Notes about RNVTAs:

- SIS Entry and Exit dates have been included in the Assessment Correction Report to assist with this review.
- Any RNVTA entered for a student who receives a score will be removed automatically after scores are posted.
- SIS has already applied [RNVTA code 50](#) to all grade 12 records, as current grade 12 students are exempt from testing. If a grade 12 student having [RNVTA code 50](#) tested, it will be removed automatically when score data arrive and are matched to the record.
- After the corrections window closes, [RNVTA code 19](#) will be applied to all records having no score and no RNVTA code.
- Suppression code 01 (suppresses both English language arts and mathematics data) and [RNVTA code 23](#) will be applied to all English Learner records on which the "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](#) unless another code applies).

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3) How do I view the SAT Assessment Correction Report?

As needed, view SIS screen shot on [slide 58](#) from the April 21, 2021, Assessment Update Webinar.

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

Step 2: Click on **Reports**, then **SAT/PSAT 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 view your student list quickly.

Step 4: View students on PDF report.

4) How do I correct data on the SAT/PSAT Assessment Correction Report?

As needed, view SIS screen shots on [slides 55-57](#) from the April 21, 2021, Assessment Update Webinar.

To update Online, take the following steps:

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

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

Step 3: Click "Edit" and make the needed updates.

Step 4: Click Submit.





To update via Batch, request an Assessment SAT/PSAT Correction File:

1. Log in 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 SAT/PSAT Correction.
5. "All" SAT/PSAT Assessment Correction Records is the default, or you can select by test only.
6. 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 SAT/PSAT Correction File has been downloaded, the data will need to be inserted into an SAT/PSAT Correction template. The SAT/PSAT Correction template can be downloaded from the SIS page under "SIS Excel Templates" and "Assessment."

Tips for completing and steps for creating and uploading the SAT/PSAT Correction template are located at <https://www.isbe.net/Pages/Excel-Templates-for-student-data-input-into-SIS.aspx> under the "Assessment" tab.

PSAT/SAT CORRECTION

- [Windows Template](#)  (Updated 3/7/19)
- [Mac User Template](#)  (Updated 3/7/19)
- [Tips for Completing the PSAT/SAT Correction Template](#)  (Updated 3/7/19)
- [Steps for Creating and Uploading the PSAT/SAT Correction Data](#)  (Updated 3/7/19)

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5) How do I view the SAT Assessment Scores Report in SIS?

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

Step 2: Click on **Reports**, then **Assessments**, then **SAT/PSAT Assessment Scores**. We recommend viewing the Details Report, which displays all students who were expected to have tested. The Summary Report displays general counts.

Step 3: Filters may be used as desired. You can select "Show Error Only" to see if you have any errors to resolve. **Sort By** is defaulted to "Student Name" but can be changed to "Error Code," which moves all records with errors 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 L** of the report will show the error code if any exist.

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 Student has scores in more than one school. Contact ISBE for assistance.

Error Code 3 Grade at Time of Testing does not correspond to the Test Taken/To Be Taken. Edit grade in SIS Enrollment or contact ISBE to suppress score data.

Error Code 4 Grade 12 student tested but was not required to test. Contact ISBE for assistance.

6) What should I review on the SAT Assessment Scores Report?

Open the **SAT/PSAT 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. (Review **Column L** of the report.)
3. Review the Unassigned Test Results Report for missing score data.
4. If a student has score data but did not test at your school, contact the Assessment Department for assistance by calling (866) 317-6034 or writing to assessment@isbe.net.

7) How do I check and resolve any Unassigned SAT Scores?

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

Step 2: Click on **Assessment**, then select **Unassigned**. Locate the **SAT Unassigned** section. You can select a specific SAT Testing School or leave it as is, which will show all Unassigned Scores for the district. Click **Select** next to the record to verify the data and follow the Proposed Action to match the scores, if possible.

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

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

Step 2: Click on **Reports**, then open **Assessment** and select **Unassigned Test Results** 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.

Contact the SIS Helpdesk at (217) 558-3600, option 3, for technical assistance. Contact the Assessment Department if you have any general SAT questions by calling (866) 317-6034 or writing to assessment@isbe.net.