2018-19 SAT/PSAT Assessment Correction and Scores Review Procedures

(Originally Posted 04/25/19; Page 3 Added 07/12/19, *Updated 07/18/19)

Timeline	Action Needed
Wednesday, April 10, 2019	**SAT/PSAT Assessment Correction Begins** Districts should begin to review the SAT/PSAT **Assessment Correction** report in SIS. The purpose of the SAT/PSAT 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.
Scheduled: Monday, July 15, 2019 ***Posted: Thursday, July 18, 2019**	**SAT/PSAT Score Data Available in SIS** Districts should begin to review the SAT/PSAT **Assessment Scores** report in SIS. The purpose of the SAT/PSAT 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 3 of this document.
Friday, August 16, 2019	**Deadline** for all SAT/PSAT Corrections for accountability purposes

1) **How is the SAT/PSAT 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 9, 10, 11, and some in grade 12 are included in the Assessment Correction Report when the date of their SIS enrollment contains any date within the window from **April 9-23, 2019**, and they are not included on the DLM-AA Assessment Correction and Scores report instead.

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

- **Ensure students are included on the appropriate Assessment Correction report.**
  If a student appears on SAT/PSAT Assessment Correction but should instead 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 **SAT/PSAT**.
  Step 3: Enter SID and one of the following: Last Name, First Name, or Date of Birth. Click Search.
  Step 4: Select "Remove from SAT/PSAT and Move to DLM-AA" Click Submit.

  Note: *If the "Remove from SAT/PSAT and Move to DLM-AA" is grayed out, then update IDEA Services to "Yes" on the student's Program Indicators page in the SIS enrollment.*

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

- **Enter Reason for No Valid Test Attempt (RNVTA) codes, as applicable. Rely on your local records.**

  Notes about RNVTAs:

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

  o *Any RNVTA entered for a student who receives a score will be removed automatically after scores are posted.*

  o *Grade 12 records having RNVTA code 50, 51, or 52 are exempt and should not have tested. If a grade 12 student having RNVTA code 50, 51, or 52 tested, an error code will appear and need to be resolved when scores arrive.*

  o **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.*

  o **Suppression code 01 (suppresses both ELA and mathematics data) 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 code 15).*

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3) **How do I view the SAT/PSAT Assessment Correction Report?**
   As needed, view SIS screen shots on slides 62-63 from the April 12, 2019, Assessment Update Webinar.

   Step 1: Login 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 "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 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 64-65 from the April 12, 2019, Assessment Update Webinar.

   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 **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. 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 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 this website: https://www.isbe.net/Pages/Excel-Templates-for-student-data-input-into-SIS.aspx.

   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/PSAT 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 **Assessments,** then **SAT/PSAT Assessment Scores**. We recommend viewing the "Detail" 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." Click **Create PDF Report** to view your students' scores. 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/PSAT Assessment Scores Report?
Open the **SAT/PSAT 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 (review **Column L** of the report).
3. Review the "**Unassigned Test Results**" report for missing score data. ISBE will also 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 write to assessment@isbe.net.

7) How do I check to see if I have any Unassigned SAT/PSAT Scores?
Step 1: Login to **SIS** via **IWAS** from www.isbe.net under "System Quick Links."
Step 2: Click on **Reports,** then **Assessments,** then **Unassigned Test Results (IAR, DLM-AA, SAT, PSAT)**.
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) How do I resolve Unassigned SAT/PSAT Scores?
Step 1: Login to **SIS** via **IWAS** from www.isbe.net under "System Quick Links."
Step 2: Click on **Assessment Unassigned,** then locate **SAT/PSAT**. You can select a specific SAT/PSAT 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 SAT/PSAT Scores.

9) Who do I contact for assistance?
Contact the SIS Helpdesk at 217-558-3600, option 3 for technical assistance. Contact the Assessment and Accountability Division at 866-317-6034 or assessment@isbe.net for general SAT/PSAT questions or assistance with policy issues.