Spring 2022 SAT/PSAT Assessment Correction and Scores Review Procedures

(Posted July 26, 2022)

Spring 2022 score data for SAT with Essay, PSAT 10, and PSAT 8/9 were posted in SIS on Tuesday, July 26, 2022. 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 any of these assessments.

Timeline	Event
Monday, May 9, 2022	**Assessment Enrollment Verification Report Available in SIS** Districts should begin to review the **Assessment Enrollment Verification Report** in ISBE's SIS. The purpose of the **Assessment Enrollment Verification Report** is to allow districts to review and correct SIS enrollments to ensure that assessment scores will match seamlessly. For more details about the **Assessment Enrollment Verification Report**, please visit www.isbe.net/Documents/AEV-Report-Announcement.pdf.
Tuesday, July 26, 2022	**SAT with Essay, PSAT 10, and PSAT 8/9 Scores Available in SIS** Districts should review the **SAT/PSAT Assessment Scores** report and the **SAT/PSAT Assessment Correction** report in SIS. These reports allow districts to review and correct demographics and enter Reason for No Valid Test Attempt (RNVTA) codes for students who did not test <u>and</u> 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.
Sunday, July 31, 2022	**Last day to update or create enrollment records for SY 2021-22.** Districts should verify all enrollments have been updated and/or created for students who may have errors or did not have an enrollment record.
Friday, August 26, 2022	**Deadline** for all SAT with Essay, PSAT 10, and PSAT 8/9 corrections.

1) **How are the SAT/PSAT Assessment Correction and Assessment Scores Reports structured, and which students are included?**

   Students are listed on the Assessment Correction and Assessment Scores (Details) Reports by a combination of their Home School and Testing School.
   - Students in grade 11 and some in grade 12 are included in the Assessment Correction and Assessment Scores Reports if they had a SIS enrollment on the SAT with Essay primary or makeup day (see list) – **March 23, 2022, April 13, 2022, or April 26, 2022** -- and are not included on the DLM-AA Assessment Correction and Score Report instead.
   - Students in grade 9 and grade 10 are included in the Assessment Correction and Assessment Scores Reports if they had a SIS enrollment during the testing window **April 13-29, 2022** -- and are not included on the DLM-AA Assessment Correction and Score Report instead.

2) **How do I view the SAT/PSAT 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**. "Summary" gives you general counts and "Detail" will show you a student list with details. We recommend viewing the "Detail" report.
   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. (Not applicable in 2021-22; such records will remain on the unassigned test results list.)

3) **What should I review on the SAT/PSAT Assessment Scores Report?**

Spring 2022 SAT/PSAT Assessment Correction and Scores Review Procedures
(Posted July 26, 2022)

A. **Ensure students are included on the appropriate Assessment Scores Report.**
If a student appears on SAT/PSAT Assessment Scores Report but should be on DLM-AA Assessment Correction and Score Report, verify the student's **IDEA Services (IEP) indicator is "yes"** and take the following steps: (An overnight process will add the correction)

   Step 1: Login to **SIS** via **IWAS** from www.isbe.net under "System Quick Links"
   Step 2: Click on **Search for Student**
   Step 3: Enter **SID and** click **Submit**
   Step 4: Click **Select**
   Step 5: Click on **Program indicators** Tab and change **Alternate Assessment** from **"no"** to **"yes"**

B. **Verify score data.**
   a. Verify all students who tested have score data.
   b. Verify there are **no error codes** for any student record. (Review **Column L** of the report.)
   c. Enter RNVTA codes, as applicable for any record with error code 1. Rely on your local records. *District/school staff should enter RNVTA code 10 unless another code applies.*
   d. For any student who tested but has error code 1, check the **Unassigned Test Results Report** for missing score data.
   e. 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.

4) **How do I view demographic data for students listed on the SAT/PSAT 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 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 may be used as desired. Click **Create PDF Report** to view your students' information.
   Step 4: Review student information and make notes of any demographic changes that may be needed.

5) **How do I correct demographic data and enter RNVTA codes?**

   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,** then **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.

   Notes about entering RNVTAs:

   o *SIS Entry and Exit dates have been included in the Assessment Correction Report to assist with this review.*
   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 for testing to be feasible, enter code 08 (Transferred in After Test Administration) as the RNVTA.*
   o *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.*
   o *If no scores are present, the school must enter the applicable RNVTA (likely RNVTA code 10 or 15).*
   o *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 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.

Spring 2022 SAT/PSAT Assessment Correction and Scores Review Procedures

(Posted July 26, 2022)

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.

6) How do I check and resolve any Unassigned SAT/PSAT 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 (this will also show any PSAT 8/9 and PSAT 10 unassigned records). You can select a specific 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 "Excel" 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.