Spring 2023 SAT/PSAT Assessment Correction and Scores Review Procedures

(Posted May 16, 2023, Updated July 10, 2023)

Spring 2023 score data for SAT with Essay, PSAT 10, and PSAT 8/9 are scheduled to be available in ISBE's Student Information System (SIS) on Wednesday, July 12, 2023. 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 contact Megan Forness at mforness@isbe.net or assessment@isbe.net.

Timeline	Event
April 11, 2023	**Assessment Enrollment Verification Report Available in SIS** Districts should review the **Assessment Enrollment Verification Report** in SIS. The purpose of this 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/Spring-2023-AEV-Report.pdf.
(Anticipated) **Wednesday, May 17, 2023**	**SAT with Essay, PSAT 10, and PSAT 8/9 Assessment Correction Available in SIS** Districts should review the **SAT/PSAT Assessment Correction** report in SIS. This report allows districts to review and correct demographics and enter Reason for No Valid Test Attempt (RNVTA) codes for students who did not test. 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.
(Anticipated) **Wednesday, July 12, 2023**	**SAT with Essay, PSAT 10, and PSAT 8/9 Scores Available in SIS** Districts should review the **SAT/PSAT Assessment Scores** report to view scores and resolve any error codes that may be present. Districts should continue to review the **SAT/PSAT Assessment Correction** report in SIS and correct demographics and enter RNVTA codes for students who did not test. Missing scores will now appear on the **Unassigned Test Results Report**. 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.
Monday, July 31, 2023	**Last Day to Update or Create Enrollment Records for SY 2022-23** 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).
Friday, August 25, 2023	**Deadline** for all SAT with Essay, PSAT 10, and PSAT 8/9 corrections.

1) **Review SAT/PSAT Assessment Correction Report for included students.**

   A student appears on a district's SAT/PSAT 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* (9-11*) 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 and some in Grade 12* are included in the report if they had a SIS enrollment on the SAT with Essay primary or makeup test date (see list) **March 22, 2023; April 12, 2023; or April 25, 2023,** and are not included on the DLM-AA Assessment Correction and Score Report instead.
   - Students in Grade 9 and Grade 10 are included in report if they had a SIS enrollment during the test window **April 12-28, 2023,** 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 SAT/PSAT Assessment Correction Report?

Step 1: Log in to **SIS** via **IWAS** from www.isbe.net under "System Quick Links."
Step 2: Click on **Reports** (in blue column on left), then **Assessments,** 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 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 SAT/PSAT Assessment Correction Report?

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** (in blue column on left), then **Correction,** then **SAT/PSAT**. 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). 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.*
- *If a student was enrolled in your school but moved prior to testing but before the makeup test date, 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 and possibly percent proficient 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 SAT/PSAT 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 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 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 SAT/PSAT Correction template can be downloaded from the SIS Excel Templates webpage under "Assessment." Tips for completing and steps for creating and uploading the SAT/PSAT Correction template are located at this webpage.

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

Step 1: Log in to **SIS** via **IWAS** from www.isbe.net under "System Quick Links."
Step 2: Click on **Reports** (in blue column on left), then **Assessments,** then **SAT/PSAT Assessment Scores**. "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. You can select "Show Error Only" 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 L** of the report will show the error codes if any exist.

5) What should I review on the SAT/PSAT Assessment Scores Report (available only after scores are posted)?

Open the **SAT/PSAT 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 L** of the report.)

Error Code 1	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.
Error Code 2	Student has scores in more than one school. Contact the Assessment Department at 866-317-6034 or assessment@isbe.net for assistance.
Error Code 3	Grade at Time of Testing does not correspond to the Test Taken/To Be Taken. Edit Grade in the Correction file to match the grade of the test taken or contact the Assessment Department at 866-317-6034 or assessment@isbe.net to suppress score data.

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** (in blue column on left), then select **Unassigned.**
Step 3: Click to open 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 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 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** (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.