2016-17 SAT Assessment Correction and Assessment Scores Review Procedures

Timeline: SAT Assessment Correction functionality is now available to all districts in SIS. The 2016-17 preliminary SAT score data were posted in SIS on **Monday, July 10, 2017**. For School Report Card purposes, SAT Corrections will be available until **Friday, September 22, 2017**.

1) How is SAT 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 grade 11 are included in the Assessment Correction Report when the date of their SIS enrollment contains the initial SAT test date of April 5, 2017. *Note: The initial SAT test date for the following six RCDTS codes is March 1, 2017:*

060162010170001, 060162010170002, 060162010173001, 070162300130001, 070162300130002, 070162300130003.

| SIS Home | SIS Home School: 1234567890000001 (Sample High School) SIS Testing School: 1234567890000001 (Sample High School) | | | | | | | | | | | | | | | | | | |
|------------|---|------------------|-------|---|---|----|---|---|---|---|---|---|---|---|---|------------|------------|----|---|
| Student ID | Student Name | Date of Birth | Grade | А | в | с | D | Е | F | G | н | I | J | K | L | М | N | 0 | Р |
| 123456789 | SAMPLE, STUDENT 1 | 02/01/2000 | 11 | P | F | 14 | N | N | Y | N | N | N | Y | Y | N | 01/05/2017 | 06/02/2017 | 05 | |
| 987654321 | SAMPLE, STUDENT 2 | 10/01/1998 | 11 | Р | F | 16 | N | N | Y | N | Y | N | Y | Y | N | 08/22/2016 | 06/02/2017 | 05 | |
| 456789123 | SAMPLE, STUDENT 3 | 10/19/1999 | 11 | Р | Μ | 16 | N | Ν | N | N | N | N | N | N | N | 03/31/2017 | 06/02/2017 | 05 | |

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

A. 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, take the following steps:

| Step 1: Login to SIS via IWAS from <u>www.isbe.net</u> under "System Quick Links." | Step 2: Click on Assessment Pre-ID, then SAT. |
|---|--|
| Illinois State Board of Education James T. Meeks, Chairman Mark S. James T. Meeks, Chairman Mark S. James T. Meeks, Chairman Mark S. James T. Meeks, Chairman My System IS System Listing Pending Documents Pending Documents Pending Password Authorization System - Sta | Student Information System Light: #FORMERS Home Student Search SID Request New SID Exit Enrollment Access Clum-AA KIDS PARCC SAT 2017 District Status Panel Current Enrollments & Program Indicators* Access |
| Step 3: Enter SID and one of the following: Last Name, First Name, or Date of Birth. Click Search. Image: Click Search. Image: Illinois State Board of Education Student Information System Student Assessment - SAT Image: Illinois State Image: Information System Student Assessment - SAT | Step 4: Select "Remove from SAT and Add to DLM-AA" Click Submit. |
| Student (E) Search SID To edit Assessment-specific fields such as Testing School, you must first select the student and at least one of the following : Request New SID • Last Name Exit Enrollment • Date of Birth | Home Student Student Student Starch StD Legal Last Name : STDENT Legal First Name : StAEFL Mome RCDTS : Discretioneen Comparison Co |
| Assessment Correction V Assessment Unassigned Adjusted Cohorts Teacher Batch Files V Reports Help ISBE Internal Log Out Search | Assessment Pre-ID [5] |

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

- Enrolled in Home School/District On or Before May 1 (of 2016) Indicator
- First Year in U.S. School Indicator (LEP indicator must=Yes)

C. Enter a <u>Reason for No Valid Test Attempt</u> (RNVTA) as applicable. <u>Rely on your local records.</u>

Notes about entering RNVTAs:

- 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 on the initial SAT test date but completed testing in a different school during the accommodations window or on the makeup date, enter code 07 (Transferred Out Prior to Testing) as the RNVTA.
- If a student enrolled in your school before April 5 but had already completed testing in a school that tested in March, enter code 08 (Transferred In After Test Administration) as the RNVTA.
- Any RNVTA entered for a student who receives a score will be removed automatically.
- Any student without an SAT scale score or "Reason for No Valid Test Attempt" will be considered to be "Absent from Testing" which negatively affects participation rate.
- LEP students whose "First Year in U.S. School" indicator is "Yes" will not negatively affect participation rate for ELA/L since the ELA/L exemption is captured by this indicator.

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

| Step 1: Login to S "System Quick Lin | SIS via IWAS from the second sec | www.isbe.net under | Step 2: Click o "Summary" giv student list with | n Repo es you n detail | orts, then SAT Assessment C general counts and "Detail" wi ls. We recommend viewing the | Correction. Ill show you a "Detail" report. |
|---|--|--|---|-------------------------------------|---|---|
| | Meks, Chairman Tony Smith | 1 OF EQUCATION ith, Ph.D., State Superintendent was I was I was I was | 11111111111111111111111111111111111111 | c ducation | Student Information Sys View Report | stem |
| ogin: MFORNESS | My Sys | tems | Login: MFORNESS | 8.5 | Student | |
| Home Below are | systems that you are either authorized | to use or are awaiting authorization from | Student | (a) (b) | - Assessments | |
| either you are "Autho | ir district (Pending-District), ROE (Pend orized" to access a system, simply click | ding-ROE) or ISBE (Pending-ISBE). Once you on the system description to use it. | Search SID | | - PARCC Pre-ID | |
| System Listing | | Click Here for Due Dates | Request New SID | | - PARCC Assessment Test Format (Online or Paper) and Test Wi | indow - STEP 1 Detail |
| Pending Sign Ups | ries - dick to Expand/Collarse Tree | Authorization | Exit Enrollment | | PARCC Assessment Pre-ID - STEP 2 | Summary Detail |
| Pending Documents e Repor | ting | Autorization | Assessment Pre-ID | 8 | PARCC Correction PARCC Assessment Correction | Summary Detail |
| | athly | territe and the state and the state | Assessment Correction | | - PARCC Assessment Scores | Summary Detail |
| Change Password | tudent Information System - Statewide | | Assessment Unassigne | ed be | PARCC Assessment Scores Grid | Summary |
| 8 6 | | | Adjusted Cohorts | | DLM-AA | |
| | | | Teacher | | DLM-AA Assessment Pre-ID | Summary Detail |
| | | | Batch Files | 8 | DLM-AA Correction and Score (all students) | Summary Detail |
| | | | Reports | | DEM-AA Dynamic Learning Maps SAT | Summary |
| | | | Help | | - SAT Assessment Pre-ID | Summary Detail |
| | | | ISBE Internal | | - SAT Assessment Correction | Summary Detail |
| | | | Log Out | | SAT Assessment Scores | Summary Detail |
| | | | | | Unassigned Test Results (PARCC, DLM-AA, SAT) | Detail |
| Report to quickly | view your student li | ist. | SIS Home School: 1234567 SIS Testing School: 1234567 | 890000001 (S 890000001 (| Sample High School) (Sample High School) | |
| | | | | | Date of | 10 0 0 0 |
| Roard of Education | Stud | lent Information Syster | Student ID Student Name | | Birth Grade A B C D E F G H I J K L | M N O P |
| Board of Education | II Vie | w SAT Assessment Correction (Detail) | 123456789 SAMPLE, STUDE2 | | 02/01/2000 11 P F 14 N N Y N N N Y Y N 01 | 1/05/2017 06/02/2017 05 |
| Login: MFORNESS | | | 456789123 CAMPLE, STUDER | 12 | 10/10/1998 11 P P 10 N N 1 N 1 N 1 1 N 08 | 3/22/2016 06/02/2017 05 |
| Home | | | SAMPLE, STODE | 13 | | 00022017 03 |
| Student 🕅 | SAT Assessment Correction | on (Detail) | | | | |
| Search SID | School Year | 2017 🔻 | | | | |
| Pequect New SID | School | STATE-WIDE V | | | | |
| F A F H A | | Home Serving Testing | | | | |
| Exit Enrollment | Conden | | | | | |
| Assessment Pre-ID 😵 | Gender | 🖲 Both 🔘 Male 🔍 Female | | | | |
| Assessment Correction | Homeless Indicator | Both Organization Yes No | | | | |
| Assessment Unassigned | Migrant Indicator | 🖲 Both 🔘 Yes 🔘 No | | | | |
| Adjusted Cohorts | LEP Indicator | 🖲 Both 🔍 Yes 🔍 No | | | | |
| Teacher | IEP Indicator | ● Both ○ Yes ○ No | | | | |
| | FRL/Low Income Indicator | 🖲 Both 🔘 Yes 🔘 No | | | | |
| Batch Files 😵 | 21st Century Indicator | 🖲 Both 🔘 Yes 🔍 No | | | | |
| Reports | First Year in U.S. School | Both Yes No | | | | |
| Help | Enr. in Home Sch. (o/b May | 1) Both Yes No | | | | |
| ISBE Internal | Enr. in Home Dist. (o/b May | 1) Both Yes No | | | | |
| Log Out | Sort By | Reason For No Valid Test Attempt | | | | |
| | | | | | | |
| | | | | | | |
| | | View Report or Create PDF Report | | | | |
| | | | | | | |
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4) How do I correct data on the SAT Assessment Correction Report? To update Online, take the following steps:

| Step 1: Login "System Quic | n to SIS via IW k Links." | AS from | n <u>www.isbe.ne</u> | <u>t</u> under | Step 2: of the fol | Clicl low | k on As ing: Las | sessment Co st Name, First | Name, c | 1, ther or Date | n SAT . Ei e of Birth | nter SID . Click S | and earcl | one h. |
|--|---|--|---|---|-----------------------|---|--|--|--|-----------------------------------|---------------------------------|-----------------------|--------------|-----------|
| I WAS I WAS Logic McONESS Home System Listing Pending Sign Ups Pending Documents Change Password | Illinois Ste James T. Meeks, Char I WAS I WAS Below are systems that you ar either your district (Pending- here "Authorized" to access a sp Categories - click to sepand/c Reporting Monthly Student Information Sys | tte Boaa man Tony I II A A My S e either authons e either authons strictick, RG (C international strictick, RG (C international strictick, RG (C international strictick) em - Statewide | And of Educat Smith, Ph.D., State Super I WAS I WAS ystems ized to use or are awaiting bending-ROE or ISBE (Per ending-ROE) or ISBE (Per edick on the system descrip | tion I was I wa authorization from ding-ISBE, Dace you tion to use it. Click Here for Due Dates Authorization | | Lapin Homman Student Student Assess Adjuj Para Assess Adjuj Teacca Batcto Repce Helpp Help | Binnois State Bornol of Educe works a works a semant Pre-10 semant Correction CS S S S S S S S S S S S S S S S S S S | ation Stu Bistrict 1 Extension To update the SAT Correction Carlos Mame - Jate A Mame - Jate of Birth Then click the "search button. Fields market with an externia + an - Starch Civirai - Starch Civira | dent Informa Student Assessment G data, please provide to a required. | tion Syst forrection - SAT | een asset one of the followin | B : 2017 | | |
| Step 3: Click | "Edit" and mak | e the ne | eeded updates | ass Hole: 1 table Hole: statione | Step 4: | Clic | k Submi | it. | Student II | nformatio | on System | | | 1 |
| Lopix: MYORNESS | AT | Student Assessme | nt Correction - SAT | SESSION TIMEOUT | Login: MPORMESS | ucauon | | | Student As | sessment Corr | rection - SAT | | | |
| Home Student | A1 | | | | tome | | SAT | | | | | | | |
| Search SID | Reason for No Valid Test Attemp | et 👘 | | | Student Search SID | 8 | Reason for No Valid | Test Attempt | | | | • | | |
| Request New SID | -SAT Corrections (data below should be as o | f time of testing) | | | Request New SID | | -SAT Corrections (d | lata below should be as of time of te | esting) | | | | | |
| Assessment Pre-ID | Last Name STUDENT | First Name SAM | IPLE Middle Name | | Exit Enrollment | | SID | 123456789 | | | | | | |
| Assessment Correction 😸 | Date of Birth 06/02/2000 | Gender Male | Race | White | Assessment Pre-ID | 191 | Last Name | STUDENT | First Name | SAMPLE | | Middle Name | | |
| Assessment Unassigned | urade 11 - Grade 11 | Home RCD1S 1234 | Testing RCDTS | 123456789000001 | Assessment Unassigned | 1 | Date of Birth | 06/02/2000 | Gender | Male | * | Race | White | |
| Adjusted Cohorts | In Home District On or Before May 1, 2016 | Yes | In Home School On or Before May 1, | 2016 Yes | Adjusted Cohorts | | Grade | 11 - Grade 11 * | Home RCDTS | 1234567890 | 00001 | Testing RCDTS | 12345678 | 89000001 |
| Batch Files 😨 | First Year in U.S. School | No | 21st Century Indicator | No | feacher | | | | | | | | | |
| Reports | LEP Indicator Homeless Indicator | No | FRL/Low Income Indicator IEP Indicator | No | Batch Files |) | In Home District C | Dn or Before May 1, 2016 | ❀ Yes ○ No | 1 | In Home School On or B | efore May 1, 2016 | | Yes 🔍 No |
| Help | | | | | Reports | | First Year In U.S. | School | ⊖Yes ®No | | 21st Century Indicator | | 0 | Yes ® No |
| ISBE Internal | | | Edit | | ISBE Internal | | LEP Indicator | | ⊖ Yes ⊛ No | | FRL/Low Income Indica | tor | 0 | Yes ® No |
| Log Out | | | | | .og Out | | Homeless Indicate | or | ⊖ Yes ⊛ No | 1 | IEP Indicator | | 0 | Yes ® No |
| | | Return | to Previous | | | | | | | Submit | Cancel | | | |

To Update via Batch, request an Assessment SAT 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 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 SAT Correction File has been downloaded, the data will need to be inserted into an SAT 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 SAT Correction template can be downloaded from the SIS page under "Assessment" <u>https://www.isbe.net/Pages/Excel-Templates-for-student-data-input-into-SIS.aspx</u>. Tips for completing and steps for creating and uploading the SAT Correction template are located at this website.

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

Open the SAT 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 SAT Assessment Scores Report in SIS?

| Step 1: Login to SIS via IWAS non <u>www.isbe.net</u> under | Step 2: Click on Reports, then SAT Assessment Scores. |
|--|---|
| System Quick Links. | student list with scores. We recommend viewing the "Detail" report |
| Illinois State Board of Education James T. Meeks, Chairman Tony Smith, Ph.D., State Superintendent | Student list with scores. We recommend viewing the Detail report. Student Information System View Roport View Roport |
| IWAS IWAS IWAS IWAS IWAS IWAS IWAS IWAS | Lopin MPORIES |
| Relow are systems that you are either authorized to use or are awaiting authorization from | Home Estudent |
| either your district (Pending-District), ROE (Pending-ROE) or ISBE (Pending-ISBE). Once you | Search SID - PARCC Pre-ID |
| System Listing | PARCC Assessment Test Format (Online or Paper) and Test Window - STEP 1 Detail |
| Pending Sign Ups | Exit Enrollment PARCC Assessment Pre-ID - STEP 2 Exit Enrollment PARCC Correction |
| Categories - click to Expand/Collapse Tree Authorization | Assessment Pre-ID 🛛 PARCC Assessment Correction Summary Detail |
| Penaing Documents - Reporting | Assessment Correction 🛞 – PARCC Assessment Scores Summary Detail |
| Change Password | Assessment Unassigned PARCC Assessment Scores Grid Summary |
| - Student Information System - Statewide 0 📷 🔮 Authorized | Adjusted Cohorts DLM-AA Assessment Pre-ID |
| | — DLM-AA Correction and Score (all students) |
| | Batch Files DLM-AA Dynamic Learning Maps Summary |
| | Keports SAT Help Summary Detail |
| | ISBE Internal - SAT Assessment Correction Summary Detail |
| | Log Out SAT Assessment Scores Summary Detail |
| | Unassigned Test Results (PARCC, DLM-AA, SAT) |
| Error Only" to see if you have any errors to resolve. Sort By is defaulted to "Student Name" (edit as needed). Click Create PDF Report to quickly view your students' scores. Click on View Report to export data. | 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. |
| Board of Education Student Information System View SAT Assessment Scores (Detail) | Error Code 2: Student has scores in more than one school. Contact ISBE for assistance. |
| Home SAT Assessment Scores (Detail) | |
| Student (2) School Year (2017 Y | Error Code 3: Grade in SAT Assessment Correction is not 11. Edit |
| Request New SID School State-wide T | Grade in SAT Assessment Correction to 11 or contact ISBE to suppress |
| Exit Enrollment Grade Grade Grade | score data. |
| Assessment Pre-ID 😨 Race/Ethnicity | |
| Assessment Correction 😨 Gender Both Male Female | Date of |
| Assessment Unassigned Both Ores Ono Adjusted Cohorts Migrant Indicator Both Ores Ono | Student ID Student Name Home School Testing School Birth A B C D E F G H I J K L |
| Teacher Both O Yes No | 987654321 SAMPLE, STUDENT 2 12345678900001 123456789000001 04/11/2000 11 0.00 440 570 5 2 4 1 |
| Batch Files ERL/Low Income Indicator | 436789123 SAMPLE, STUDENT 3 123456789000001 123456789000001 11/02/1999 12 870 440 430 4 2 5 3 |
| Reports Both Types No 21st Century Indicator ® Both O Yes O No | |
| ISBE Internal First Year in U.S. School ® Both © Yes © No | |
| Log Out Enr. in Home Sch. (o/b May 1) Both O yes O No Enr. in Home Dict (o/b May 1) Enr. in Hom | |
| Show Error Only Yes No | |
| Sort By Etudent lame • | |
| View Report or Create PDF Report | |

7) How do I check to see if I have any Unassigned Test Results?

| Step 1: Login to SIS via IWAS from <u>www.isbe.net</u> under "System Quick Links." | Step 2: Choose "Reports" and Results "Detail" report. | select the Unassigned Test |
|--|---|--|
| Illinois State Board of Education James T. Meeks, Chairman Tony Smith, Ph.D., State Superintendent | Legen WOMES Logen WOMES Logen WOMES Logen WOMES Logen WOMES Logen | Student Information System |
| Agen: MFORNESS My Systems Home Below are systems that you are either authorized to use or are awaiting authorization from either your district (Dending, District), DEF (Dending, DEF) or reas you | Student Image: Constraint of the system of th | r Paper) and Test Window - STEP 1 Detail |
| System Listing Pending Sign Ups Pending Sign Pending P | Exit Enrollment PARCC Assessment Pre-10 Star 2 Assessment Pre-1D Enroll PARCC Assessment Correction Assessment Correction PARCC Assessment Correction | Summary Detail Summary Detail Summary Detail |
| Categories - Gick to Expand/Collapse Tree Authorization Pending Documents Reporting | Assessment Unassigned PARCC Assessment Scores Grid Adjusted Cohorts DUM-AA Teacher DUM-AA Assessment Pre-ID | Summary Summary Detail |
| Change Password Change Passwor | Batch Files DLM-AA Correction and Score (all student DLM-AA Correction and Score (all student DLM-AA Dynamic Learning Maps SAT Maln SAT SAT | s) <u>Summary Detail</u> Summary |
| | ISBE Internal Log Out Unassigned Test Results (PARCC, DLM-AA | Sammary Detail Samaary Detail A, SAT) Detail |

8) Who should I contact for assistance?

Contact the SIS Helpdesk at 217-558-3600, option 3 for technical assistance and for guidance in resolving unassigned test results. Contact the Assessment Division at 866-317-6034 for general SAT questions or assistance with policy issues.