

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.

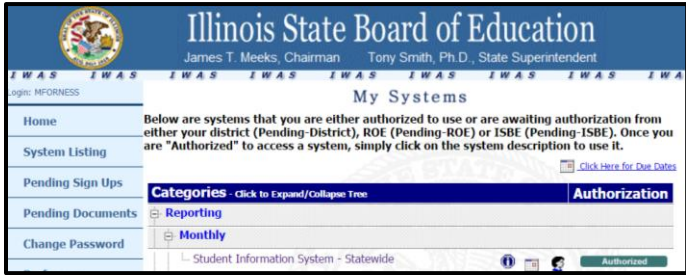
SIS Home School: 123456789000001 (Sample High School)																			
SIS Testing School: 123456789000001 (Sample High School)																			
Student ID	Student Name	Date of Birth	Grade	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
123456789	SAMPLE, STUDENT 1	02/01/2000	11	P	F	14	N	N	Y	N	N	N	Y	Y	N	01/05/2017	06/02/2017	05	
987654321	SAMPLE, STUDENT 2	10/01/1998	11	P	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	P	M	16	N	N	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?

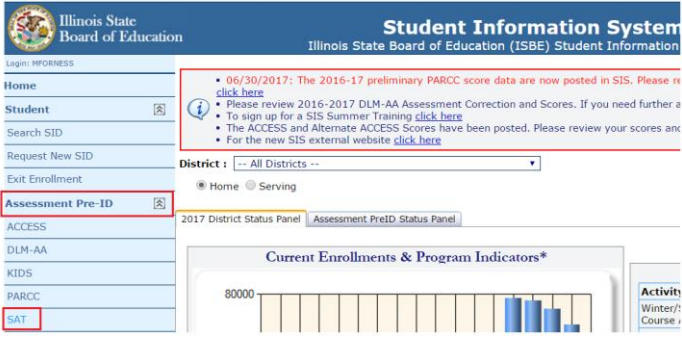
A. Ensure students are included on the appropriate Assessment Correction report.

If a student appears on SAT Assessment Correction but should be on DLM-AA Assessment Correction and Scores, take the following steps:

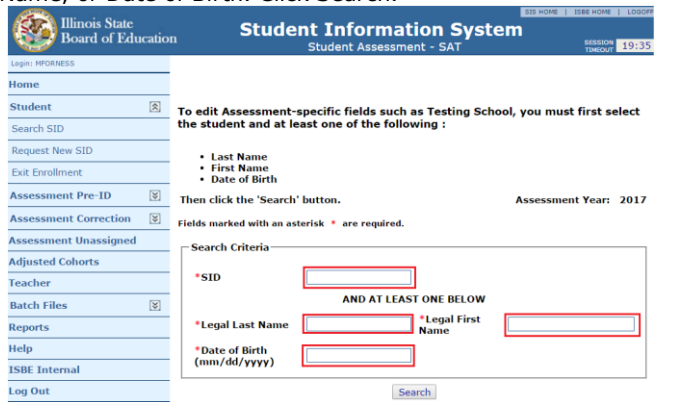
Step 1: Login to SIS via IWAS from www.isbe.net under "System Quick Links."



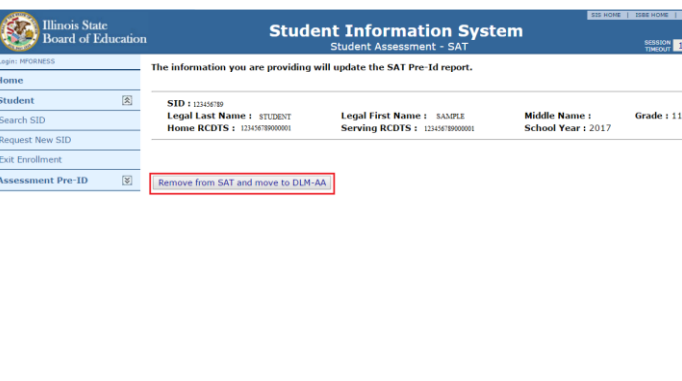
Step 2: Click on **Assessment Pre-ID**, then **SAT**.



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 and Add to DLM-AA" Click Submit.



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)

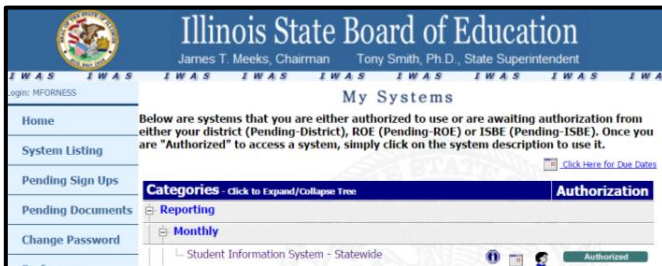
C. Enter a Reason for No Valid Test Attempt (RNVTA) as applicable. Rely on your local records.

Notes about entering RNVTAs:

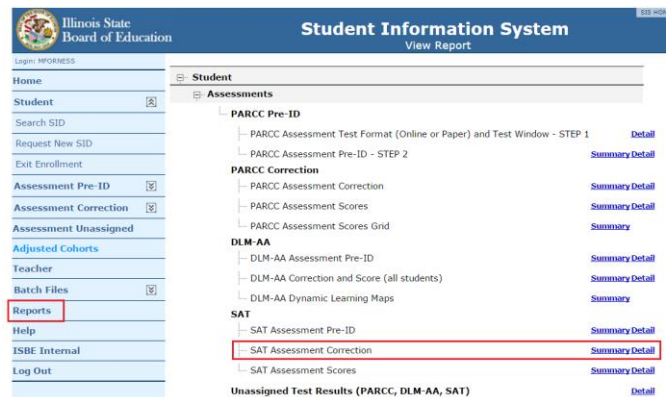
- SIS Entry and Exit dates have been included in the Assessment Correction Report to assist with this review.
- If a student was enrolled in your school on the initial SAT test date but completed testing in a different school during the accommodations window or on the makeup date, enter code 07 (Transferred 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?

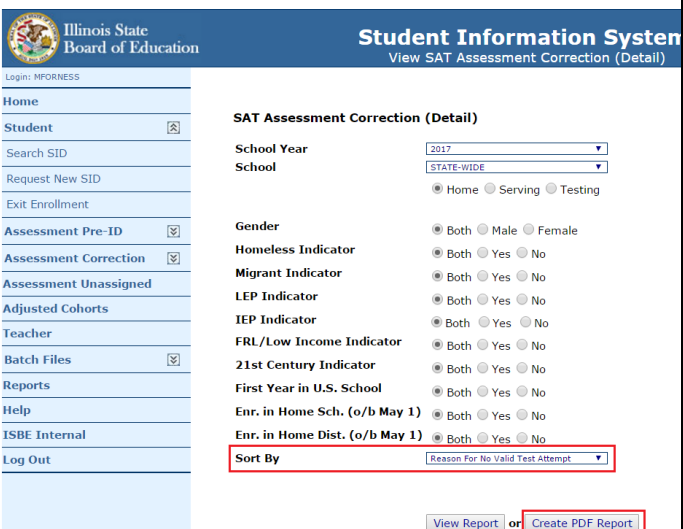
Step 1: Login to SIS via IWAS from www.isbe.net under "System Quick Links."



Step 2: Click on **Reports**, then **SAT 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. **Sort By** is defaulted to "Reason for No Valid Test Attempt." Click **Create PDF Report** to quickly view your student list.



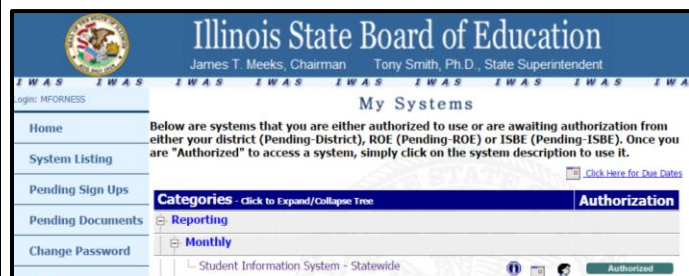
Step 4: View students on PDF report.

SIS Home School: 123456789000001 (Sample High School)																			
SIS Testing School: 123456789000001 (Sample High School)																			
Student ID	Student Name	Date of Birth	Grade	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
123456789	SAMPLE STUDENT 1	02/01/2000	11	P	F	14	N	N	Y	N	N	Y	Y	N	N	01/05/2017	06/02/2017	05	
987654321	SAMPLE STUDENT 2	10/01/1998	11	P	F	16	N	N	Y	N	Y	Y	Y	N	N	08/22/2016	06/02/2017	05	
456789123	SAMPLE STUDENT 3	10/19/1999	11	P	M	16	N	N	N	N	N	N	N	N	N	03/31/2017	06/02/2017	05	

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

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

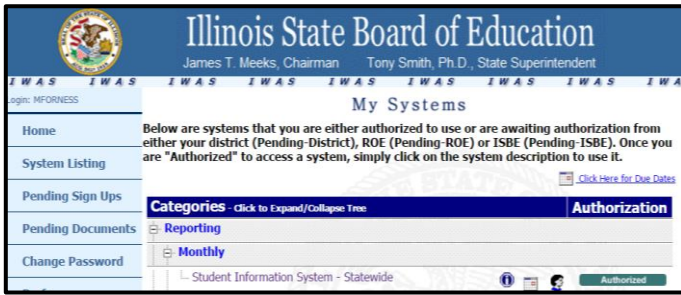
5) What should I review on the SAT Assessment Scores Report?

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.

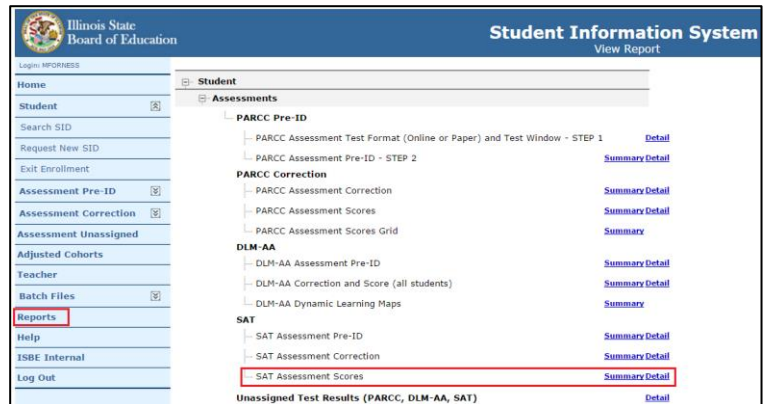
6) How do I access the SAT Assessment Scores Report in SIS?

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

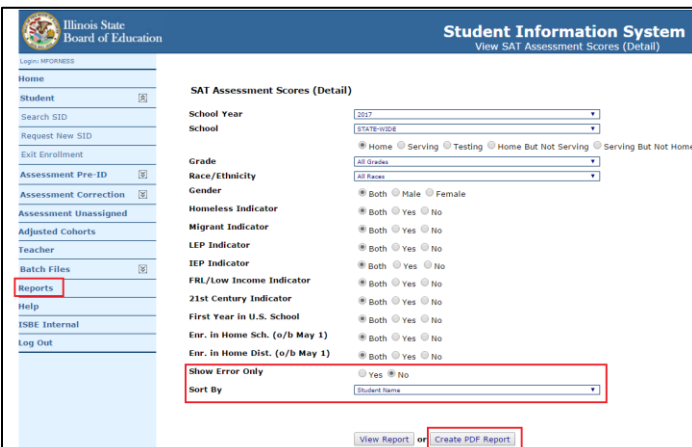


Step 2: Click on **Reports**, then **SAT Assessment Scores**.

"Summary" gives you general counts and "Detail" will show you a student list with scores. 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" (edit as needed). Click **Create PDF Report** to quickly 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 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.

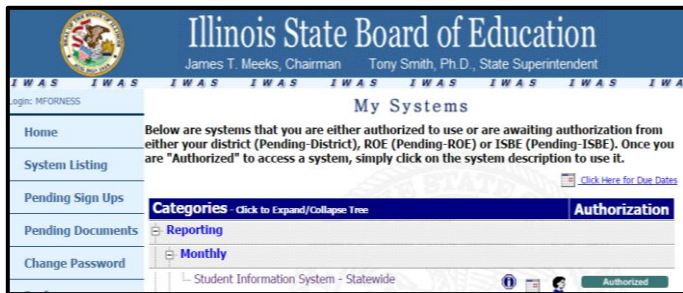
Error Code 2: Student has scores in more than one school. Contact ISBE for assistance.

Error Code 3: Grade in SAT Assessment Correction is not 11. Edit Grade in SAT Assessment Correction to 11 or contact ISBE to suppress score data.

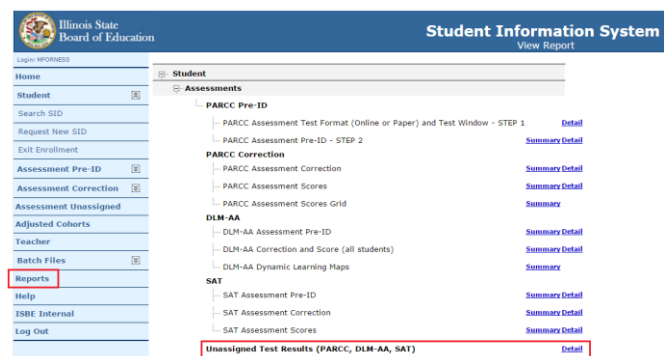
Student ID	Student Name	Home School	Testing School	Date of Birth	A	B	C	D	E	F	G	H	I	J	K	L
123456789	SAMPLE, STUDENT 1	123456789000001	123456789000001	02/09/2000	11	830	440	390	3	2	4					
987654321	SAMPLE, STUDENT 2	123456789000001	123456789000001	04/11/2000	11											1
456789123	SAMPLE, STUDENT 3	123456789000001	123456789000001	11/02/1999	12	870	440	430	4	2	5					3

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

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



Step 2: Choose "Reports" and select the Unassigned Test Results "Detail" report.



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.