

## **2017-18 SAT Assessment Correction and Assessment Scores Review Procedures**

**Timeline: SAT Assessment Correction begins Wednesday, April 11, 2018.** SAT Assessment Correction report is used to review and correct demographics and will NOT have error codes.

The 2017-18 preliminary SAT Assessment Scores and Unassigned test results are now available in SIS. Use the SAT Assessment Scores report to review scores and the Unassigned to match scores.

**August 31, 2018:** Deadline for all SAT Corrections for School Report Card purposes.

### **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 10, 2018**.

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

- **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](http://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.

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

*Note that it is not necessary to review the "Enrolled in Home School/District on or Before May 1" indicators, as ISBE can collect these data by other means, as needed.*

- **Enter a [Reason for No Valid Test Attempt](#) (RNVTA) as applicable. Rely on your local records until scores are posted.**

*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 at a different school during the accommodations window or on the makeup date, enter code 07 (Transferred Out Prior to Testing) as the RNVTA.*
- *Any RNVTA entered for a student who receives a score will be removed automatically after scores are posted.*
- *Any student without a score or "Reason for No Valid Test Attempt" will be considered as "Absent from Testing" which negatively affects participation rate and possibly percent proficient rate.*
- *EL students whose "First Year in U.S. School" indicator is "Yes" do not require a RNVTA 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](http://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** (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 Assessment Correction Report?**

To update Online, take the following steps:

**Step 1:** Login to **SIS** via **IWAS** from [www.isbe.net](http://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: LEP Indicator, IDEA Services (IEP) 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, and First Year in U.S. School.

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

**Step 1:** Login to **SIS** via **IWAS** from [www.isbe.net](http://www.isbe.net) under "System Quick Links."

**Step 2:** Click on **Reports**, then **SAT Assessment Scores**. "Summary" gives you general counts and 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 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.

<b>Error Code 1</b>	Student score data are expected but missing. Enter a RNVTA or check for score data in "Unassigned Test Results" report if you know the student tested.
<b>Error Code 2</b>	Student has scores in more than one school. Contact ISBE for assistance.
<b>Error Code 3</b>	Grade in SAT Assessment Correction is not 11. Edit Grade in SAT Assessment Correction to 11 or contact the Division of Assessment and Accountability at 866-317-6034 or <a href="mailto:assessment@isbe.net">assessment@isbe.net</a> to suppress score data.

## 6) 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 (see **Column L** of the report).
3. Review the "Unassigned Test Results" report for missing score data. ISBE will 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 [assessment@isbe.net](mailto:assessment@isbe.net).

## 7) How do I check to see if I have any Unassigned SAT Scores?

**Step 1:** Login to **SIS** via **IWAS** from [www.isbe.net](http://www.isbe.net) under "System Quick Links."

**Step 2:** Click on **Reports**, then **Unassigned Test Results (PARCC, DLM-AA, SAT)** and select the "Detail" 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 "View Report" to download into a spreadsheet.

## 8) How do I match Unassigned SAT Scores?

**Step 1:** Login to **SIS** via **IWAS** from [www.isbe.net](http://www.isbe.net) under "System Quick Links."

**Step 2:** Click on **Assessment Unassigned**, then locate **SAT**. You can select a specific SAT 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 PARCC Scores.

## 9) Who do 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 and Accountability Division at 866-317-6034 or [assessment@isbe.net](mailto:assessment@isbe.net) for general SAT questions or assistance with policy issues.