

Illinois State Board of Education
Assessment Enrollment Verification Report Guidelines for Assessments

This document outlines the steps and dates for district/school staff to ensure spring 2022 assessment data accuracy regarding the **Illinois Assessment of Readiness (IAR), SAT with Essay, PSAT 10, PSAT 8/9, and Dynamic Learning Maps Alternate Assessment (DLM-AA)**.

Attention: Process Improvement Step

- Score matching issues are largely due to **missing or incorrect enrollments** in ISBE’s Student Information System (SIS).
- The deadline for districts to **add and correct SY 2022 SIS enrollment data** is **July 31, 2022**.
- Review the **Assessment Enrollment Verification Report** to ensure accurate SIS enrollments exist before scores are posted.

Action Needed by District/School Staff

- **Please review the Assessment Enrollment Verification Report.**
This report identifies students enrolled in SIS during the testing windows, the assessment type, and home school.
- **ACTION NEEDED:** Verify that report counts match your local assessment roster and that students who tested
 - Appear on the report. (Enrolled in SIS during the testing window.)
 - Show the correct grade level at the time of testing.
 - Show the appropriate **Test to Be Taken** (IDEA Indicator and Alternate Assessment must be “Yes” for DLM-AA).
 - Show accurate **First Year in U.S. School** (from the “EL Information” tab in SIS).
- **July 8-August 26, 2022:** Review the **Assessment Scores and Unassigned Reports**.
 - Ensure scores are matched for all students who tested or partially tested, as applicable.
 - Review and account for all unassigned test records.
 - Resolve report errors. (For example: Student score data is expected but missing. Apply Reason for No Valid Test Attempt (RNVTA) for students without scores.)
 - If a student transferred out of your school before testing, use [RNVTA 07](#).
 - If a student transferred into your school after testing, use or [RNVTA 08](#).
 - If no listed RNVTA code applies, use [RNVTA 10](#).
 - If a Private School Student is exempt from testing, use [RNVTA 16](#). (Must meet [PSS definition](#).)

Assessment Department Staff Contacts

Illinois Assessment of Readiness main contact: Victoria Henderson at vhenders@isbe.net
 SAT with Essay, PSAT 10, and PAST 8/9 main contact: Megan Forness at mforness@isbe.net
 Dynamic Learning Maps Alternate Assessment main contact: Pam Hartwig at phartwig@isbe.net
 Assessment Department: 1-866-317-6034 or assessment@isbe.net

For technical assistance in SIS, contact the SIS Helpdesk at 217-558-3600, option 3.

Timeline	
Date	Activity
Present-July 31, 2022	Districts verify that all enrollments in SIS are accurate. Enrollments cannot be adjusted after 4 p.m. Sunday, July 31, 2022.
Now-July 31,2022	Assessment Enrollment Verification Report is available in SIS for IAR, DLM-AA, SAT with Essay, PSAT 10, and PSAT 8/9. District and school staff should thoroughly review this new report to ensure all tested students are reported as enrolled in SIS during the testing window. To access this report, log into SIS, choose “Reports” on the left, then “Student,” then “Assessment,” then “Assessment Enrollment Verification Report,” and “Details.”
July 8, 2022	Assessment Scores Report becomes available in SIS for IAR, DLM-AA, SAT with Essay, PSAT 10, and PSAT 8/9. Score data are posted. District/school staff must enter RNVTA codes, review/resolve unassigned test results, and clear error codes, as applicable. To access this report, log into SIS, choose “Reports” on the left, then “Student,” then “Assessment,” then choose the assessment you’d like to review that has “Scores” in its title. View the SIS webinar from May 11, 2022 , for details about how to make corrections (slides 32-90).
August 26, 2022	Final day to review assessment data, match unassigned test records, resolve any errors, and enter RNVTA codes for IAR, DLM-AA, SAT with Essay, PSAT 10, and PSAT 8/9.