



## Student Assessment Listserv

### Illinois Assessment Updates

May 10, 2016

#### Illinois Assessment Update Webinars [Register Now!](#)

- [May 13, 2016 at 10 a.m.](#)

### Illinois Science Assessment

Information on Science Assessment

<http://www.isbe.net/assessment/isa.htm>

[May 6, 2016](#)  (45:45)

[PowerPoint Presentation](#)

DLM-AA - testing and updates; ISA Updates - canceled tests, system user guide, user accounts, ISA common mistakes; user roles; PARCC Testing - finishing, test irregularity reports and links, student mobility, mobility guidance, assessment correction, RNVTA, rejected student tests, ship report in PAN.

The recordings and PowerPoint presentations from the Assessment Division's weekly webinars are also posted at [www.isbe.net/assessment/default.htm](http://www.isbe.net/assessment/default.htm).

#### User File Uploads:

Here are three sets of Mac User upload instructions that we tested out today that worked to upload the user template:

##### **Option 1: Using Excel for Mac**

1. Download the CSV file template from ISBE Teach (user file)
2. Open the CSV file using Excel for Mac
3. Make your edits in Excel, as normal
4. To save the file, click Save As, then under Format, choose the option "Windows Comma Separated (.csv)"
5. Then save the file as normal, as a Windows CSV file (it is recommended to not open the file once you have saved as a .csv file)
6. Then upload the CSV file to ISBE Teach

##### **Option 2: Using Mac TextEdit**

NOTE: Before you begin, please make sure that TextEdit is configured to save plain text files. To do this, open the Text Edit application. Under Preferences, make sure that you set Format to "Plain text" so that your files are saved as **Plain Text**, not Rich Text Format.

1. Download the CSV file template from ISBE Teach (user file)
2. Open the CSV file using TextEdit (before you do this step, see NOTE above)
3. Make your edits in TextEdit, as normal
4. Then save the CSV file as normal, as a Plain Text / Unicode (UTF-8) file
5. Then upload the CSV file to ISBE Teach

##### **Option 3: Using Numbers**

1. Download the CSV file template from ISBE Teach (user file)
2. Open the CSV file using Numbers on your Mac
3. Make your edits in Numbers, as normal
4. To save the file, click File > Export To > CSV

5. Under Advanced Options, choose "Unicode (UTF-8)"
6. Then follows the steps to export the file
7. Then upload the CSV file to ISBE Teach

## **PARCC**

If your school/district has completed the PARCC assessments, please stop the test sessions. See attached document for directions on how to stop test sessions in Pearson Access Next.

[PARCC Assessment Correction Review Procedures](http://www.isbe.net/assessment/pdfs/parcc/2016/parcc-asmt-corr-review-procedures16.pdf) - <http://www.isbe.net/assessment/pdfs/parcc/2016/parcc-asmt-corr-review-procedures16.pdf>

### **Students Who Did Not Test**

If your district has any students that did not test, but were on the roster to take a state assessment (PARCC or DLM), school staff will have to enter a "Reason for No Valid Test Attempt" in SIS (for each student that did not test).

Listing of Reasons for No Valid Test Attempt - <http://www.isbe.net/sis/pdf/reason-no-valid-test-attmpt.pdf>

School staff can enter this information in SIS after the district's testing window has closed.

### **Test Irregularity Reports**

School staff has 5 business days to submit a test irregularity form to the Student Assessment Division at the Illinois State Board of Education. Please provide details of the incident and what steps school staff took to correct the incident. School staff do not need to report minor technology issues that staff are able to resolve and continue with student testing (e.g., students not initially assigned the correct test accommodations in the online test format). If you have questions, please contact the Student Assessment Division at 1-866-3117-6034. The Avocet site (<http://avocet.pearson.com/PARCC/Home#10741>) has a fillable format form of the Irregularity Report.

### **Submitting an Irregularity Report**

Send a secure file - <https://sec1.isbe.net/attachmgr/default.aspx>

Fax - 217-782-6097

### **Void Codes for Pearson Access Next**

If school staff needs to void out an existing test, the following codes are used in Illinois.

Code 1 for issues associated with incorrect accommodations assigned (or not assigned to a test)

Code 2 for any other issues that may result in a test being voided

### **Returning Material to Pearson**

See pages 47-53 of the Test Coordinator Manual.

### **PARCC Administrative Bulletins**

<http://parcc.pearson.com/bulletins/>

### **PARCC Help Desk**

1-888-493-9888

PARCC Home Page - <http://parconline.org/>

Avocet (PARCC resource documents) - <http://avocet.pearson.com/PARCC/Home>

Pearson Access next - <http://pearsonaccessnext.com/>

## **ACCESS**

### **Preliminary Results**

The 2016 ACCESS preliminary results appeared in SIS on May 9, and will be there through May 27. Final results will be sent out August 1.

For all ACCESS Test Administrators, Test Coordinators, and Technology Coordinators involved with the online format of ACCESS 2.0, WIDA has created a survey to get your feedback on your experience during the 2016 administration. The survey takes approximately 10-15 minutes, and is located here, [ACCESS for ELLs 2.0: LEA Survey](#). It will be active until sometime in early June. Your responses and comments are valuable to both WIDA and ISBE, and we really hope you will take the opportunity. Feel free to contact ISBE with any questions.

## **DLM Information**

### **Data Lockdown Procedures**

Please see the list below for changes that should go through ISBE:

- Enroll students
- Roster students
- Change grade level
- Exit student
- Add to existing roster
- Test resets

### **CHANGES ALREADY IN PROCESS**

1. If you have submitted a request to make a change, but have not yet received a ticket number, you may choose to follow the above process for new change requests.
2. If you have submitted a request to make a change and have received a ticket number, but you haven't yet tried to submit the file, you may choose to follow the above process for new change requests. Please be sure to provide your ticket number to Laura Quimby ([lquimby@isbe.net](mailto:lquimby@isbe.net)), so the ticket can be closed.
3. If you have submitted a request, or submitted a file, and have been informed that it did not upload successfully, please submit your file to ISBE through the secure link.

### **Local Caching Server Issues**

We have discovered some DLM students experience issues when completing tests on devices connected to a Local Caching Server (LCS). As a result, we are notifying you that the LCS is not to be used for DLM testing.

#### **Issue Detail:**

When a DLM testlet is submitted while an LCS is in use, the KITE system assigns the next testlet at a lower linkage level than may be appropriate. This occurs when the adaptive delivery system is ready to assign the next testlet before the student's responses to the previous testlet register.

#### **Next Steps:**

We do not anticipate a technical solution to this issue before states' testing windows close this spring. Therefore, the use of a LCS needs to discontinue for DLM testing. To prevent reoccurrence, the following steps will be taken:

- The DLM Service Desk will deny future requests for LCS downloads that are made by DLM states.
- The DLM Technical Liaison Manual has been updated to indicate LCS should not be used with DLM assessments.

### **DLM Testlets**

Students who are in the system should be issued testlets. If you are not seeing a testlet for a student, then the following issues could be causing the problem:

1. Required training was not completed and the certificate was not printed.
2. The teacher did not activate their Educator Portal account and they did not **accept** the Security Agreement.
3. The student was not listed on roster.
4. The First Contact Survey was not completed and submitted.

### **DLM Testing Window**

The testing window has been extended to May 20<sup>th</sup>, 2016.

### **DLM Helpdesk**

Email: [d1m-support@ku.edu](mailto:d1m-support@ku.edu)

Phone: 1-855-277-9751

Illinois DLM Website - <http://dynamicleag/illinois>

Educator Portal/KITE - <https://educator.cete.us/AART/login.htm>

Moodle Training - <http://training.dynamiclearningmaps.org/>

ISBE Assessment - <http://www.isbe.net/assessment/d1m.htm>

Accessibility Manual for the DLM Alternate Assessment 2015-16 (for Test Administrators and District Test Coordinators)

[http://www.dynamiclearningmaps.org/sites/default/files/accessibility\\_manual\\_2015-16.pdf](http://www.dynamiclearningmaps.org/sites/default/files/accessibility_manual_2015-16.pdf)

Guide to DLM Required Test Administrator Training 2015-16 (for Test Administrators)

[http://www.dynamiclearningmaps.org/sites/default/files/gtrt\\_2015-16.pdf](http://www.dynamiclearningmaps.org/sites/default/files/gtrt_2015-16.pdf)

Assessment Coordinators Manual 2015-16 (for District Test Coordinators)

[http://www.dynamiclearningmaps.org/sites/default/files/acm\\_2015-16.pdf](http://www.dynamiclearningmaps.org/sites/default/files/acm_2015-16.pdf)

Facilitator Guide for Required Test Administrator Training 2015-16 (for District Test Coordinators)

[http://www.dynamiclearningmaps.org/sites/default/files/Fgtrt\\_2015-16\\_0.pdf](http://www.dynamiclearningmaps.org/sites/default/files/Fgtrt_2015-16_0.pdf)

Data Steward Manual 2015-16

[http://www.dynamiclearningmaps.org/sites/default/files/dsm\\_2015-16.pdf](http://www.dynamiclearningmaps.org/sites/default/files/dsm_2015-16.pdf)

Technical Liaison Manual 2015-16

[http://www.dynamiclearningmaps.org/sites/default/files/technical\\_liaison\\_manual.pdf](http://www.dynamiclearningmaps.org/sites/default/files/technical_liaison_manual.pdf)

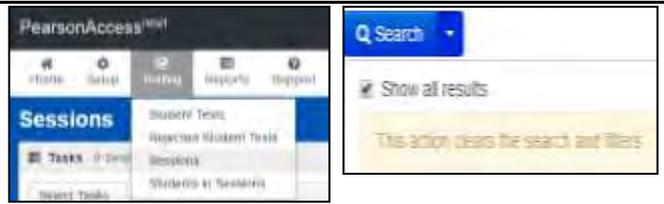
Guide to Roster Students to Teachers 2015-2016

[http://dynamiclearningmaps.com/sites/default/files/Guide\\_to\\_Roster\\_Students\\_IL.pdf](http://dynamiclearningmaps.com/sites/default/files/Guide_to_Roster_Students_IL.pdf)

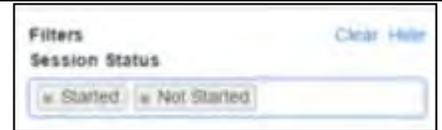
# PARCC-Stopping Online Test Sessions (Steps A, B, C)

## A) Remove students for whom all units are in "Ready" status

1) Choose Testing/Sessions/Search (Show all results).

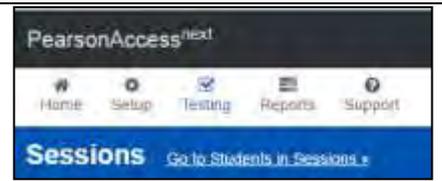


2) Filter "Session Status" by "Started" and "Not Started" (everything except "Stopped").  
Check box next to each Test Session name to select all Test Sessions.



*Note: Checking the top-most box will select all test session on the page being displayed.*

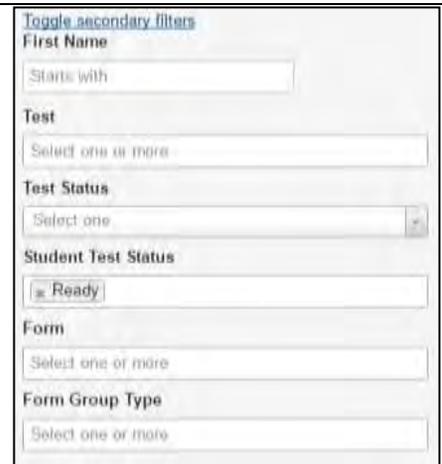
3) Select "Go to Students in Sessions" (top left, next to "Sessions").



4) From Session list, click on "Combined View" or, if you have only one Test Session, click on the Test Session name.

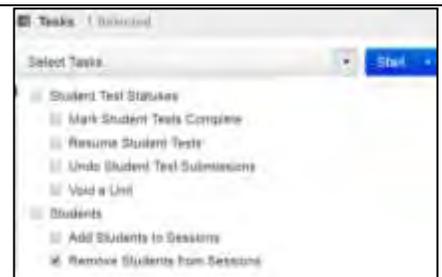


5) From Filters area on left, choose "Toggle secondary filters."  
Then choose "Ready" under "Student Test Status."  
Check box next to each Student name to select all students.



*Note: Checking the top-most box will select all students on the page being displayed. There may be more than one page of students.*

6) From "Select Tasks" choose "Remove Students from Sessions" and "Start."



7) Select ALL students and click "Remove" (*Note: Only those with ALL units in "Ready" status may be removed.*)

8) Repeat step 7 for all other content grades and tests if there are any (top left corner), then choose "Exit Tasks" (top right corner).

## B) "Mark Complete" units for students who have logged in but did not complete all units

- 1) Toggle Secondary filters; Filter Student Test Status by "Active," "Resumed," "Resumed Upload," "Exited," and "Ready" (*Note: You are selecting everything except "Complete" or "Marked Complete."*).

- 2) Check box to select all students

*Note: There may be more than one page of students.*

- 3) Select Tasks; choose "Mark Student Tests Complete" and Start.

- 4) Select ALL units for all students (top gray row) and type in the reason "Marking Complete to Stop Test Session" and click "Mark Complete" box to select all students

*Note: It will only Mark Complete those with units that need to be marked complete.*

- 5) Repeat step 4 for all other content grades and tests (if there are any-top left corner), then click "Exit Tasks" (top right corner).Tasks; choose "Mark Student Tests Complete" and Start.

- 6) Then, one at a time, click on each session name from the session list and Stop the session.

## C) Stop all Test Sessions (one at a time)

- 1) Click on the session name from the session list.

- 2) Click on "Stop"

- 3) Repeat until all sessions are stopped.

**Final Step (Optional): If your school has any Test Sessions with no students in them, you may simply "Delete" those Test Sessions.**