



Student Assessment Listserv

Illinois Assessment Updates

May 16, 2016

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

- [May 20, 2016 at 10 a.m.](#)

Illinois Science Assessment

Information on Science Assessment

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

Here is a [link to a worksheet](#) that may make it easier to load users. Directions and other information (slides) are below. Have a great weekend!



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ISA User Accounts

- Excel Workbook with Column F formatted
- Work with the .xls file, enter all 15 digits of RCDTS in column F
- After you are finished with all data entry
 - File, save as, and change the "save as type" to CSV (comma delimited)
 - Don't open the file
- Go into ISBE Teach, users, and load the CSV file



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ISA Trouble Report

- dabrown@isbe.net
- Subject Line – "Service Desk Ticket"
- State ID
- RCDTS Code (15 digits)
- Class Name
- Error Code
- Action Requested



Technology Issues

- Document Students Impacted
 - SID, First Name, Last Name, DOB, Issue
 - Excel Workbook – hold it until we do Science Corrections
- Submit Tests in ISBE–Teach
- Cannot submit – I'm working on a solution.

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

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.

PARCC

If your school/district has completed the PARCC assessments, please stop the test sessions (in Pearson Access Next). See <http://www.isbe.net/assessment/pdfs/parcc/2016/parcc-stop-test-sessions-guide.pdf> for directions on how to stop test sessions in Pearson Access Next.

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

DLM Information

DLM Testing Window

The testing window closes on May 20th. Any request for changes need to be entered on a template and submitted using the directions below:

1. Go to <http://www.isbe.net>
2. Click on the link that states, "Send ISBE a file".
3. Complete the sender information: first and last name, school district name, current email address.
4. Select "Quimby Laura A" from the Receiver Information drop down menu.
5. Click on "Choose File", then open.
6. In the Message Section, type in the subject box, "DLM Data upload"
7. In the Message Section, type in the message box the following scenarios:
 - Create rosters for ELA, Math, Science
 - Add student to roster for ELA, Math, Science

- Add new student
- Exit student from roster

8. Click Submit.

Corrections or submissions will be accepted until May 18th, 2016. Any request after this date will not be granted.

DLM Helpdesk

Email: dlm-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/dlm.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

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

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_ye_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

Data Steward Manual 2015-16

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

Guide to Roster Students to Teachers 2015-2016

http://dynamiclearningmaps.com/sites/default/files/Guide_to_Roster_Students_IL.pdf

SIS Corrections for State Assessments

PARCC - District staff should review their PARCC Assessment Correction Report as soon as their schools' test windows have ended. Do not wait until score data are posted to review the PARCC Assessment Correction Report. Use the "PARCC Assessment Correction Review Procedures" document to guide your review (link below). **PARCC preliminary score data are scheduled to be posted in SIS on June 20th with all score data being posted June 28th. All PARCC corrections are due by July 15th, 2016.**

[PARCC Assessment Correction Review Procedures](#)

DLM - District staff should review their DLM-AA Assessment Participation and Score Report as soon as it is available (available on May 23rd). Do not wait until score data are posted to review the DLM-AA Assessment Participation and Score Report. Use the "DLM-AA Assessment Correction Review Procedures" document

(attached) to guide your review. **DLM-AA score data are scheduled to be posted in SIS on July 5th. All DLM-AA corrections are due by July 15th, 2016.**

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-AA), school staff will have to enter a “Reason for No Valid Test Attempt” in SIS (for each student who did not test).

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

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

2015-16 DLM-AA Participation and Score Review Procedures

Monday, May 23, 2016: The DLM-AA Participation and Score report is now available to all districts in SIS.

1) Who is included in the Participation and Score Report?

Students are included in the Participation and Score Report when the date of their SIS enrollment falls within the DLM-AA test window, which is March 21-May 20, 2016. Students in grades 3-8 and 11 are included based on their grade level and their SIS enrollment date. Students in grades 3-8 and 11 are scheduled to test in ELA/L and Mathematics, and students in grades 5, 8, and 11 are also scheduled to test in science.

2) What do I need to review prior to DLM-AA score data displaying in SIS?

Review all data for all students listed on the Participation and Score Report.

- Correct indicators as needed, paying special attention to the following:
 - Enrolled in Home School on Or Before May 1
 - Enrolled in Home District on Or Before May 1
 - First Year in U.S. School

Note: SIS Entry and Exit dates have been included in the Participation and Score Report to assist with this review.

Enter a "[Reason for No Valid Test Attempt](#)" as applicable (rely on your local records).

Any student without a DLM-AA scale score or "Reason for No Valid Test Attempt" will be considered to be "Absent from Testing" which will negatively affect participation rate.

3) How do I correct data in the Participation and Score Report?

To Update via Batch, request an Assessment DLM-AA 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 DLM-AA Correction.
5. Click on Request File.
The request will be processed and a file will be sent to the Download File link in SIS. Once the DLM-AA Correction File has been downloaded, the data will need to be inserted into a DLM-AA Correction template.
6. The following fields can be added/updated: 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, Enrolled in Home School On or Before May 1, and Enrolled in Home District On or Before May 1.

If a batch template is needed, the DLM-AA Correction template can be downloaded from:

http://isbe.net/sis/html/excel_templates.htm.

Click on DLM-AA Correction to access the user templates. Tips for Completing the DLM-AA Correction template and Steps for Uploading the DLM-AA Correction template are located at this website.

To Update Online:

1. Login to SIS via IWAS.
2. Click on Participation and Score.
3. Click on DLM-AA.
4. Click on Step 1: Edit Participation and Score.
5. Enter SID and one of the following: Last Name, First Name, or Date of Birth.
6. Click Search.
7. Click Edit on the test you need to update.
8. Click Edit and make the needed updates.
9. Click Submit.

4) Why do all students in the report have Error Code 1?

Until score data are posted, ISBE will not know who tested and who did not. Once scores data are posted, the error code 1 will disappear for student records that have performance-level data for all required content areas (i.e., Math and ELA/L for grades 3-8 and 11 and Math, ELA/L and Science for grades 5, 8, and 11). Please note that students with "Yes" for "First Year in U.S. School" are not required to participate in ELA/L.

5) When will DLM-AA data display in SIS?

The 2015-16 DLM-AA score data are scheduled to be posted in SIS on Tuesday, July 5, 2016. Until DLM-AA score data arrive, ISBE will not know for sure whether a student tested, so please rely on your local records for entering "Reason for No Valid Test Attempt" as applicable.

- If a "Reason for No Valid Test Attempt" is entered for a student and score data arrive, then the "Reason for No Valid Test Attempt" will be removed since it is not needed.
- **REMINDER:** Any student without a DLM-AA scale score or "Reason for No Valid Test Attempt" will be considered to be "Absent from Testing" which will negatively affect participation rate.

6) Who can I contact for assistance?

Contact the SIS Helpdesk at 217-558-3600, option 3 for technical assistance. Contact the Assessment Division at 866-317-6034 for general DLM-AA questions or assistance with policy issues.