Accountable Students & Test Verification Spring 2014

The Accountable Students & Test Verification is the process to verify the school's enrollment, student demographics, verify scanned answer documents and report students that did not test. This function was formerly known on the old Secure Site as Expected to Test, Tested Roster and Students Not Tested.

The Verification of Enrollment and Demographics review period for Spring 2014 WIDA is over but Verification of Answer Documents and Verification of Not Tested is currently available.

Verification of Answer Documents

The Verification of Answer Documents is used to assist schools in verifying that answer documents returned have been accounted for. It is also used to resolve issues with answer documents such as incorrectly marked prohibitive behavior, nonstandard accommodation etc.

Prohibitive Behavior

Students listed had the Prohibitive Behavior field bubbled on their answer document by the student or the school. Students with a prohibitive behavior will not receive a score for the affected domain(s), so it is important to make sure it is correct.

- 1. Review what is deemed a prohibitive behavior in the Assessment Integrity Guide located at http://www.michigan.gov/documents/mde/Assessment_Integrity_Guide_291950_7.pdf?20131120122449.
- 2. Verify with the school/district assessment administrator, principal, and the teacher that administered the test to ensure that the student did have a prohibitive behavior.
 - a. If the student did participate in a prohibitive behavior, then this is correct and there is nothing more to do. The score will be invalidated.
 - b. If the student did NOT participate in a prohibitive behavior, then an appeal will need to be filed from this page. You can do so by selecting the check box to the left and clicking on the Appeal button at the top left. The appeal will be reviewed.

If there are no students listed on this screen, there was no answer documents marked with having a prohibitive behavior.

Non-Standard Accommodation

Students listed had the nonstandard accommodation field bubbled on their answer document(s) by the student or school. Students with a non-standard accommodation will not receive a score for the affected domain(s), so it is important to make sure it is correct.

- Review the accommodations listed in the student's Individualized Education Plan (IEP) or a 504 plan and the available accommodations for state assessments from the Assessment Accommodation Summary Table at <u>http://www.michigan.gov/documents/mde/2013_MME_TAM_Standard_Time_403001_7.pdf?20140311102520</u> If the accommodation is not listed in the IEP or 504 <u>and</u> the Assessment Accommodation Summary Table, then it would constitute a nonstandard accommodation.
- 2. Verify with the school/district assessment administrator, principal, and the teacher that administered the test to ensure that the student did use a nonstandard accommodation.
 - a. If the student did use a nonstandard accommodation, then this is correct and there is nothing more to do. The score will be invalidated.
 - b. If the student did NOT use a nonstandard accommodation, then an appeal will need to be filed from this page. You can do so by selecting the check box to the left and clicking on the Appeal button at the top left. The appeal will be reviewed.

Missing Tests

Students listed are missing one or more required domains for the Spring 2014 assessments. You will need to either submit a Missing Test issue or a Not Tested reason from this screen. Did the student take the domain that is identified as missing?

 If the student did test at your school in the domain(s) identified as missing, submit a missing test issue using the Missing Test button. Along with the issue you MUST submit a completed Certificate of Attendance and Participation in Spring 2014 Assessments form for each student you are reporting with a missing test(s). This form can be found at

http://www.michigan.gov/documents/mde/Certificate of Attendance and Participation in spring 14 Assess ments 455969 7.pdf and also at the top of the Missing Test and Missing Student page.

- 2. If a student took one or more domains at a previous school and then moved into your school and took the remaining domains, you must submit a Missing Test issue for the student so the remaining domains can be moved to the school to ensure the student receives full scores.
- 3. If the student did not take the domain area, submit a Not Tested reason using the Not Tested button. You can find an explanation of the Not Tested reasons under the Verification of Not Tested further down.

Out of Level

Students listed have been identified with a discrepancy based on their grade level between MSDS and the answer document submitted. If there is a discrepancy between the MSDS grade and the answer document, the test is considered out of level and will be invalidated. All corrections to MSDS grade levels needed to be completed during the Accountable Students review window. Scores for students listed will be invalidated.

Answer Documents Received

Students are listed that have an answer document for the Spring 2014 assessments for the school.

- 1. Verify all students that tested are listed.
 - a. If a student is missing from the list, submit a Missing Student issue.

- b. If a student moved out during testing and took one or two days of testing at your school, submit a Move request so the answer documents can be moved to the new school. Select "Move Out" as the school if the school is not within the district or you do not know where the student moved to.
- c. If a student is listed as tested that did not test at the school, submit a Move request.
- 2. Check for students listed more than once. If more than one barcode number was used on a student's answer documents, they will appear in the list as different students. Students listed more than once will need to be submitted as a Combine issue.
- 3. If you did not already do so, you can submit Not Tested reasons, Missing Test, and Appeal Prohibitive Behavior and Nonstandard accommodations from this screen.

The issues listed above are issues that are being submitted for review. You will NOT see any changes to the Answer Documents Received screen until it has been worked by a DAS staff member.

Supporting documentation can be attached to the answer document issues submitted using the attachment function at the bottom of the issues entry screen.

Answer Document Issues

Missing Tests, Missing Student, Combine and Move issues submitted by the district or school are listed and can be reviewed by Test Cycle. To check the details of the issue or get additional information regarding the status, click on the Issue # to the far left.

You can change or add additional information to an issue while the Issue Status is "Open". Once the status has been changed, you cannot change or add additional information to the issue.

Answer Document Appeals

Prohibitive Behavior and Nonstandard accommodation appeals submitted by the district or school are listed and can be reviewed by Test Cycle. To check the details of the appeal or get additional information regarding the status, click on the Issue # to the far left.

You can change or add additional information to an appeal while the Issue Status is "Open". Once the status has been changed, you cannot change or add additional information to the appeal.

All issues will be reviewed within 48 hours after the posted deadline.

Verification of Not Tested

Verification of Not Tested is used to identify students that did not take one or more of the required domains. This is needed to determine possible Annual Measurable Achievement Objectives (AMAOs) participation exemptions and also for other required federal reporting.

If a Not Tested reason is not submitted by the district or school, after the deadline the reason will default to absent.

Not Tested

Students listed did not take all of the required domains. The not tested reasons submitted will be used to determine *possible* AMAO participation exemptions and will also be included in mandated federal reporting. This year, participation will be displayed as a part of AMAO reporting for informational purposes only. Participation will NOT be included in AMAO for this year but will be for 2015.

- 1. You will need to gather information regarding why a student did not take a required domain. This will be entered by clicking on the "Add Reason" link to the far left of the student's name.
- 2. Submit the Not Tested reason for each domain not identified as being taken. If you already did so from the Missing Test, or Answer Documents Received page, you do not have to submit the reason again.
 - **Absent** Select this reason if the student had excused or unexcused absences, vacation, appointments, etc.
 - Administrative Error Select this reason if there was an error in returning an answer document, missing barcode labels on the answer document, the student was missed for testing, the student was not exited from the limited English program in MSDS at the end of the previous school year and was not tested, etc. This would also be used if the student's school/district exit date was not submitted in MSDS. This reason is used when an error occurred on the schools part that prevented the student from being tested, the answer document to be scored, or the failure to update MSDS.
 - **Expelled with Services** Select this reason if the student was expelled prior to or during testing and is receiving services from the district.
 - **Expelled without Services** Select this reason if the student was expelled prior to or during testing and is not receiving services from the district. A date of expulsion MUST be provided.
 - Late Enrollment/Unable to Test select this reason for students that enrolled in the school late during the testing window, the school did not have enough materials on hand to the test the student and the opportunity had already passed to order additional materials for testing the student.
 - **Medical Exemption** Select this reason if the student had any medical condition that prevented them from testing. You will be required to submit additional information regarding the illness.
 - **Parent Refused/Student Refused** Select this reason if the parent refused to allow the student to be tested or the student refused to take the test.
 - Suspension Select this reason if the student was suspended during the testing window.

Test Scores Missing – Select this reason if a student tested and answer document was sent for scoring. A missing test issue along with a completed Certificate of Attendance and Participation in 2014 Assessments must have been entered from the Verification of Answer Document page giving the contractor a opportunity to locate the document in order to use this reason. The Certificate of Attendance and Participation form can be found at http://michigan.gov/documents/mde/Certificate of Attendance and Participation in spring 14 Assessments and the second seco

ents <u>455969</u> <u>7.pdf</u> and also located at the top of the Missing Test and Missing Student page. If the answer document was sent for scoring and it was not reported as missing from the Verification of Answer Document page, you must use the Administrative Error reason.

Supporting documentation can be attached to the Not Tested Reason submitted using the attachment function at the bottom of the Not Tested reasons entry screen.

NOTE: If the student was identified incorrectly in a limited English program in MSDS, the student must be exited in MSDS from the program and email details to <u>mde-accountability@michigan.gov</u> for consideration. If a student was incarcerated during the testing and it was not possible to test the student, email detailed information to <u>mde-accountability@michigan.gov</u> for consideration. If a student was a student was incarcerated during the testing and it was not possible to test the student, email detailed information to <u>mde-accountability@michigan.gov</u> for consideration. If a student was incarcerated during the testing and it was not possible to test the student, email detailed information to <u>mde-accountability@michigan.gov</u>.

Not Tested Issues

Not Tested reasons submitted by the district or school are listed and can be reviewed. To check the details of the reasons submitted or get additional information regarding the status, click on the Request Number to the far left.

You can change or add additional information to the Not Tested reason while the Issue Status is "Open" or "Additional Information Requested". Once the status has been changed, you cannot change or add additional information.

Accountable Students

The students listed are enrolled in the school based on the Fall 2013 MSDS General Collection, Spring 2014 MSDS General Collection, SRM records and have not been exited with an "as of date" on or before March 20, 2014. These students were identified in an Limited English Program (LEP) and not exited from the program as proficient by the end of the previous school year.

You can filter by "All" students, "Assessed" students, and "Not Assessed" students. You can also submit a Not Tested reason from this page using the "Add Reason" link to the far left.