Ncount -TCAP/CoAlt – Reading, Writing and Mathematics Only

During the Ncount process, districts review the number of TCAP/CoAlt – Reading, Writing and Mathematics books CTB has received and scanned for scoring. By logging onto CTB's Navigator system, districts review counts aggregated by school, grade and content area. The numbers in the Ncount file should be verified using the School Group Lists (SGLs) and Group Information Sheets (GIS) districts submitted as part of the shipping and packing process. Ncount is a crucial first step in verifying that district's receive score information for all students eligible for the TCAP/CoAlt – Reading, Writing and Mathematics Assessments.

Who is responsible for completing Ncount?
District Assessment Coordinators (DACs) have access to CTB's Navigator system and are responsible for completing Ncount.

When is Ncount?
There are two different N-count windows.
- <u>Late March/Early April</u>: TCAP Grade 3 Reading and Lectura
- <u>Mid-May</u>: The remaining TCAP/CoAlt grade levels and content areas, Lectura grade 4, and Escritura.

DACS will receive an email reminder through the DAC listserve about Ncount before the windows open.

What student records are included in Ncount?
Ncount includes all records submitted for regular public school students. Test Books submitted under a Home School GIS are not part of Ncount. Home School GIS books are scored and reported separately from the general testing population.

How to complete Ncount.
This document provides a brief overview of the process. More detailed instructions can be found in the Ncount Users Guide[1]. Contact CTB directly for questions about the Ncount process.
- Colorado Customer Support: (800) 994-8557
- Email: tcaphelpdesk@ctb.com

Steps for DACs to complete Ncount, for each assessment (TCAP or CoAlt),
1. Log in to Navigator
   a. Contact CTB's helpdesk for password help as needed.
2. Follow the Ncount link
   a. Ncount files are based on books scanned.
      i. For the TCAP Grade 3 Reading and Lectura Ncount window there will be two files to review:
         1. Grade 3 TCAP Reading
         2. Grade 3 Lectura.
      ii. For main TCAP/CoAlt Ncount window, there will be separate files for:

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[1] Ncount Users Guide link: http://www.ctb.com/netcaster/categoryIndex.html?directoryId=6207&categoryId=6221

1. Grades 3-4 Escritura
   2. Grade 3 TCAP Writing
   3. Grades 4-10 TCAP Reading/Writing
   4. Grades 3-10 TCAP Mathematics
   5. Grades 3-10 CoAlt
3. Download the Ncount files comma delimited (csv).
4. Review the downloaded files by comparing counts against district records of books submitted "to be scored" to CTB. (See Ncount File Layout section for more information)
5. Complete the Ncount survey. (See Ncount Survey section for more information).

Ncount File Layout

Figure 1 shows the layout and data in a sample Ncount file. In the file, there are book counts for each school and grade level CTB has received and scanned. Districts can compare CTB counts with counts recorded on their SGL and District GIS forms submitted to CTB during shipping and packing. Both school and district level counts by grade are included. The file contains the following columns.

Element Name: District or School Name (CDE Names)
Type: DIS=district, SCH= School
Element Number: CTB use only
Grade: Grade on the test book
Count: Number of books submitted for the content area
DIst. #: Official CDE district number
Sch #: Official CDE school code.

Figure 1: Sample Ncount File

	A	B	C	D	E	F	G
1	Element Name	Type	Element #	Grade	Count	Dist. #	Sch #
2	Emmanual HS	DIS	222	3	483	0010	....
3	Castro Heights	SCH	223	3	157	0010	0798
4	ATL High	SCH	858	3	94	0010	5740
5	Chicago East	SCH	1400	3	58	0010	6016
6	Berkley HS	SCH	1600	3	60	0010	9036
7	Laguna JR	SCH	1693	3	114	0010	9442
8	Emmanual HS	DIS	222	4	434	0010	....
9	Castro Heights	SCH	223	4	161	0010	0798
10	ATL High	SCH	858	4	81	0010	5740

Ncount Survey

Once districts have compared their records with the CTB Ncount files, a very short Ncount survey must be completed. There is a link to the online survey on the same page where the Ncount file available. Figure 3 shows the online Ncount survey.

The Ncount survey asks for
   1. District Name
   2. District Code number

3. One question: "I have viewed all Ncount files for my district and there are no discrepancies."
   a. Yes = **ALL** Ncount numbers are accurate
   b. No = **At least one** Ncount number is inaccurate.

Answering "YES" to the Ncount question indicates that the district agrees that the number of books in the Ncount files match the number of books the district submitted for scoring. This is the end of the Ncount process.

Answering "No" indicates that the district does not agree that the number of books in the Ncount files does not match the number of books the district submitted for scoring. CTB will prompt the district to send an email to the scoring center and they will follow up with the DAC directly.

- The email will contain the following information about the discrepancy:
  o District Name and Number
  o School Name and Number
  o Content Area: Reading, Writing, Reading/Writing, Mathematics, Lectura/Escritura or CoAlt.
  o Grade
  o SGL – Number of students on the SGL submitted by the district
  o Ncount – Number of students in the Ncount file.

Note: CDE is also monitoring all survey results daily and will work with CTB as needed.