

CMAS: PARCC English Language Arts and Mathematics PBA and EOY Component Level Coding: Not Tested and Void Codes

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Introduction

In some instances, student tests need to be invalidated. Traditionally, invalidation codes have been used to identify records that will not receive scores on Colorado assessments. For the CMAS: PARCC English Language Arts and Mathematics assessments, invalidations are broken out into Void Codes/Reasons and Not Tested Codes/Reasons. CMAS: PARCC English Language Arts and Mathematics tests need to be voided at the component level, such that Not Tested Code/Reasons and Void Code/Reasons are applied for the Performance-Based Assessment component (PBA) and/or the End-of-Year (EOY) component.

Void Score Code/Reasons

- Applied at the component level (PBA and/or EOY)
- Applied to tests that were either completed by the student or *marked complete* by the district or school (these tests will be in “attempt” status)
- Applied through the PearsonAccess^{next} User Interface (UI) or through a Student Test Update File upload by individuals with the Student Test Update add-on role (all DACs have been assigned this add-on role)

Not Tested Code/Reasons

- Applied at the component level (PBA and/or EOY)
- Applied to student records that are not in test sessions (these records will be the only tests in “assign” status after all in-sessions tests are completed by the student or *marked complete* by the district or school)
- Applied through the PearsonAccess^{next} UI by Individuals with the LEA/District Test Coordinator role
- Applied through a Student Test Update File upload by individuals with the Student Test Update add-on role

Students in Test Sessions

Test Statuses in PearsonAccess^{next} include “assignment”/“assign”, “testing”, and “attempt”.* If students have completed testing, all records still in “testing” or “assignment”/“assign” statuses must be *marked complete* so that all student records will be changed to “attempt” status. The session must be *stopped* when all tests in the session are in “attempt” status. Void Code/Reasons may be applied to student records in “attempt” status. To stop a test session at the component level when students have finished testing, follow the steps below:

1. Check test statuses in the test session (i.e., “assignment”/“assign”; “testing”; “attempt”).
2. *Mark tests complete* in “assignment”/“assign” or “testing” status.
3. *Stop* the test session.
4. Apply Void Code/Reason through the User Interface (UI) or the Student Test Update file.

Students Not in Test Sessions

Not Tested Code/Reasons should only be applied to student records that are not assigned to test sessions. Not Tested Code/Reasons will be used rarely.

*Refer to CMAS: PARCC Test Statuses in PearsonAccessnext and Student Test Update File with Required Actions table on page 17.

Before Assigning Void Codes

Test records for students who are assigned to a test session but who did not test or who did not complete tests must be *marked complete* before a Void Code can be applied. For guidance on how to *mark student test records as complete* in a test session, see the *How To Close Out Online Test Sessions* document that is available through the following Avocet link: <http://avocet.pearson.com/PARCC/Home#7431>.

Information on closing student records in test sessions is available in the document at the above link according to the following table:

Avocet Document Part	Description of Action
Part D	Students exited or did not submit correctly but are done testing.
Part E	Students started testing but will not complete all units.
Part E	Students are in a test session but did not start testing.

Colorado Void Codes and Not Tested Codes with Reasons

Invalidation Category*	PARCC English Language Arts and Mathematics (Applied at Component Level)	
	Not Tested Code/Reason**	Void Code/Reason***
1. Took Other Assessment OR Duplicate Registration/Attempt	Not Tested Reason 1	Void PBA/EOY Score Reason 1
2. Interrupted and Not Completed	Not Applicable	Void PBA/EOY Score Reason 2
3. Withdrew Before Completion	Not Tested Reason 3	Void PBA/EOY Score Reason 3
4. Student Test Refusal	Not Tested Reason 4	Void PBA/EOY Score Reason 4
5. Non-approved Accommodation	Not Applicable	Void PBA/EOY Score Reason 5
6. Misadministration	Not Tested Reason 6	Void PBA/EOY Score Reason 6
7. Medical Exemption	Not Tested Reason 7	Void PBA/EOY Score Reason 7
8. Part Time Public and Part Time Home School Student	Not Tested Reason 8	Void PBA/EOY Score Reason 8
9. Parent Refusal (98 for Science and Social Studies)	Not Tested Reason 9	Void PBA/EOY Score Reason 9
10. Absent	Absent	Void PBA/EOY Score Reason 10

*If a Not Tested or Void Codes/Reasons is applied to a CMAS: PARCC student record, the record will not receive any overall score information.

**Not Tested Code/Reasons should be applied to student records that are not assigned to test sessions, but have been assigned to tests (no test attempt).

*** Void Code/Reasons should be applied to student records that have test attempts (i.e. completed or marked complete), but should not receive scores.

See Invalidation Definitions for additional information.

Invalidation Definitions

Definitions for each invalidation category are included below.

1. Took Other Assessment OR Duplicate Registration/Attempt

Void Reason 1 or Not Tested Reason 1 should be used to identify students who took another assessment or who have duplicate registrations or attempts.

- Took Other Assessment
 - If a student has a test registration in PearsonAccess^{next} but took the CoAlt: English Language Arts and Mathematics (DLM) assessment, this reason should be applied in PearsonAccess^{next} if DLM should be the assessment of record.
 - If a student has a test registration in PearsonAccess^{next} but took the Colorado Spanish Language Arts (CSLA) Assessment, this reason should be applied in PearsonAccess^{next} if the CSLA should be the assessment of record.
- Duplicate Registration/Attempt
 - This reason should be used to identify duplicate/multiple ELA or mathematics test assignments or test attempts for a student. For example, if a student has three ELA records in PearsonAccess^{next}, this reason should be used to identify the two records that should not appear in the final score file.

2. Interrupted and Not Completed

Void Reason 2 should be used to identify students for whom the district does not want scores or reports produced because the students' testing was interrupted. These students stopped testing prior to the completion of the test session due to unforeseen circumstances (e.g., the student became ill during unit 3) and could not complete testing in a make-up session.

3. Withdrew Before Completion

Void Reason 3 or Not Tested Reason 3 should only be used if it is known that the student moved out of state. **If the student has a test attempt (i.e. completed or marked complete) and moved to a different district, no additional action should be taken at this time.**

4. Student Test Refusal

Void Reason 4 or Not Tested Reason 4 should be used to indicate that a **student** refused to take the test.

5. Non-Approved Accommodation

Void Reason 5 should be used if a student received a non-approved accommodation that would result in an invalid student score on the assessment and no overall score will be produced.

6. Misadministration

Void Code 6 or Not Tested Reason 6 should be used if a misadministration has occurred and no overall scores should be produced. A misadministration occurs when a standardized security or administration procedure has been violated and/or when the validity of a student's test score cannot be assured. While districts need to document all misadministrations within their district, not all misadministrations need to be voided at this time.

Examples of misadministrations that result in records that must be coded with Void Reason 6 or Not Tested Reason 6:

- Students share answers during testing
- Students receive information about test items from anyone prior to testing
- A Test Administrator or school staff member:
 - Gives any cue about possible answers, verbal or non-verbal to students
 - Provides students with information about test items prior to the test
 - Asks student(s) to change answers
 - Enters answers for students (except for scribe accommodation)
 - Leaves secure test materials unattended anywhere outside of the central secure storage area in the school creating a security breach
 - Loses secure test materials prior to testing, or is at any time unable to account for the location of test materials creating a security breach
 - Does not provide a student with a critical accommodation needed to access the test
 - Clarifies any test items for students

In this first year of PARCC, there is a *possibility* that Individual Student Reports might be able to be produced even for some administrations that did not follow procedures. These records would not contribute to school, district or state aggregations. When there is a perception that being able to have student results will be beneficial, districts may choose to wait to code these students until later in the process.

Examples of misadministrations that may be, but do not have to be, coded with Void Reason 6 (at this time):

- A Test Administrator or school staff member:
 - Does not provide students with documented accommodations
 - Provides a student with an accommodation that the student should not have received (e.g., the test administrator inappropriately assigned the student text-to-speech or provided human read-aloud for English language arts)
 - Does not observe time limits and requirements (e.g., not giving students the entire section time to test or giving students who do not have an extended time accommodation more than the maximum testing time)

- Provides multiple seal codes at the time of a single unit resulting in students moving to the next unit prior to the current session being stopped and the next session officially starting
- Does not follow test environment and/or posted materials guidelines
- Does not provide (complete) directions for the test

Additional coding for these students may be needed later in the process. Please be sure to keep your documentation for any misadministrations that do not need to be coded at this stage.

Persistent or significant technology-related testing irregularities that prevented students from viewing all test content and should perhaps result in report suppression should be reported to Stephanie Boyd at boyd_s@cde.state.co.us.

7. Medical Exemption

Void Reason or Not Tested Reason 7 should be used to identify students who are unable to complete or participate in the statewide assessments due to a documented, significant, and fully incapacitating medical condition or emergency (e.g., student is in the hospital after a car crash) that extends across the entire (or remaining) test window. In order to qualify for special consideration, the incident or condition must be so severe that it prevents the student from participating in instruction offered either at school or at a state or district-run facility.

This code should not be used for students who are absent during testing due to typical illnesses.

8. Part Time Public and Part Time Home School Student

Void Reason 8 or Not Tested Reason 8 should be used to identify any non-tested students with part-time district and part-time home school status.

- Students assigned to Void Reason 8 or Not Tested Reason 8 will not receive a score. If a district wants a score to be generated for a part-time homeschool student but does not want the score to be included in district or school reports, the following coding should be applied:
 - Responsible District Identifier = District Code where there test was administered
 - School/Institution Identifier = HHHH
 - When cleaning data at the component level (PBA and EOY): Not Tested Code/Reason = blank; Void PBA/EOY Score Code/Reason = blank

9. Parent Refusal

Void Reason 9 or Not Tested Reason 9 should be used when a district has documentation that **parents** refused to allow their child to test.

10. Absent

Void Reason 10 or Not Tested Absent should only be used if the student was absent for all of testing and one of the other Void Reasons or Not Tested Reasons does not apply.

Directions for Using the PearsonAccess^{next} User Interface

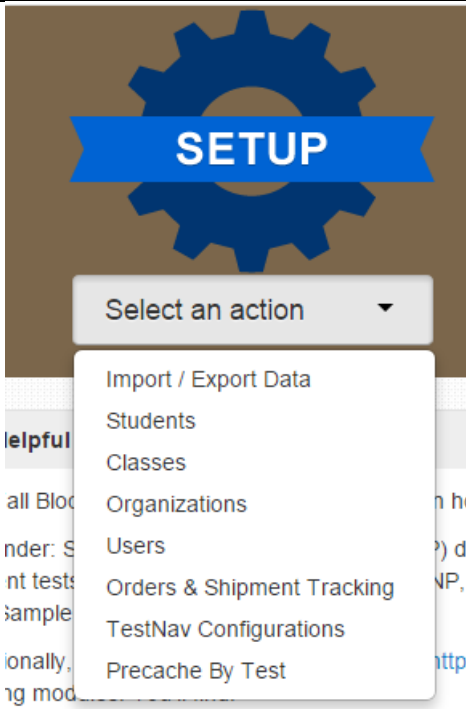
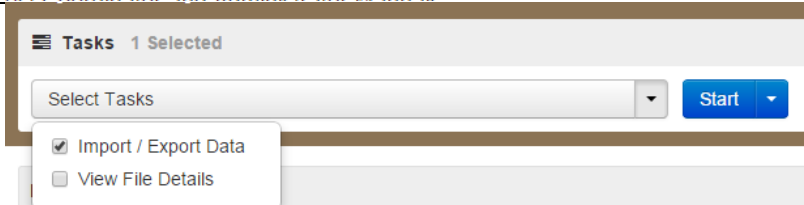
Directions for updating Void Code/Reasons and Not Tested Code/Reasons using the PearsonAccess^{next} UI are available at the following Avocet location:
<http://avocet.pearson.com/PARCC/Home#8119>.

Directions for Using the Student Test Update File

The Student Test Update Field Definitions document is available under the Support > Documentation option in PearsonAccess^{next}. The Student Test Update File Layout starts on page 8 of the Student Test Update Field Definitions document. Step-by-step directions for using the Student Test Update File and applying Void Code/Reasons or Not Tested Code/Reasons are provided below. The Student Test Update add-on role is required to export and upload the Student Test Update file. All DACs have been assigned this add-on role.


Before requesting a Student Test Update file, verify no tests are in “testing” status. If the Student Test Status appears as Ready, Active, Resumed, or Exited on the Students in Sessions screen in PearsonAccess^{next}, the test is in “testing” status. *Mark tests complete*, as appropriate, and *stop* all sessions before exporting the Student Test Update file.

Starting on page 9 are step-by-step directions for using the Student Test Update file.

Directions	PearsonAccess ^{next} Screenshot
<ol style="list-style-type: none"> 1. Log in to PearsonAccess^{next}. 2. Select Setup>Import/Export Data. 	
<ol style="list-style-type: none"> 3. Select Task > Import/Export Data. <ol style="list-style-type: none"> a. Select the <i>Start</i> button. 	

4. Type = Student Test Update Export.
 - a. Check all boxes.
 - b. Select *Process* button.

Import / Export Data

1 Import / Export Data 

Type*

Student Test Update Export ▼

- ☒ Include Attempts
- ☒ Include Test Assignments
- ☒ Include Tests In Progress

Process

Cancel

5. After receiving a confirmation from PearsonAccess^{next}. That the file is ready for download, select *Download File*.

Complete

File is ready for download

File Information

Type

Student Test Update Export

Request Date

2015-03-19 04:43 PM

Total Records

15

Successful Records

15

Error Records

0

Organization

CDE SAMPLE (CO-SSSS)

User

allen_j_sample

[Download File](#) 

Steps

Step	Message
Export	Complete

6. Save the file locally.

7. Open the file in Excel.

Note: If you are importing the file into excel, use the file import function and import all data in 'text' format to save the formatting.

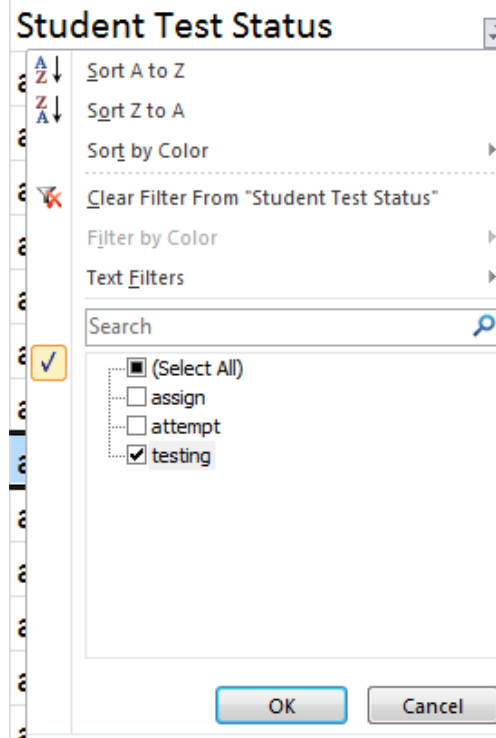
8. Filter Student Test Status (column CS) by *testing*.

a. OK

Three statuses are available:

- assign
- attempt
- testing

If *testing* is not an option, continue to step 10.

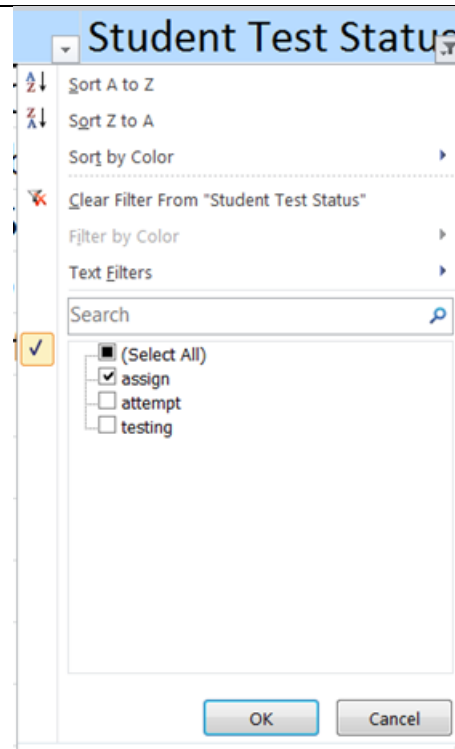


9. If any *testing* results appear,

- tests for these students must first be *marked complete* and sessions need to be *stopped* on the Students in Sessions screen in PearsonAccess^{next}
- Request a new file export and complete steps 2-8.

10. Filter Student Test Status (column CS) by *assign*.

a. OK



11. For all *assigned* student records, enter

- "Y" in Not Tested Code (column CT) **AND**
- the appropriate not tested reason in Not Tested Reason (column CU).

See the Colorado Void Codes and Not Tested Codes with Reasons table on page 4 for Not Tested Reasons.

CS	CT	CU
Student Test Status	Not Tested Code	Not Tested Reason
assign	Y	1
assign	Y	4
assign	Y	Absent
assign	Y	9
assign	Y	7

12. Filter Student Test Status (column CS) by *attempt*.
- Select the *OK* button.

Student Test Status

Sort A to Z
Sort Z to A
Sort by Color

Clear Filter From "Student Test Status"

Filter by Color

Text Filters

Search

☒ (Select All)
☐ assign
☒ attempt
☐ testing

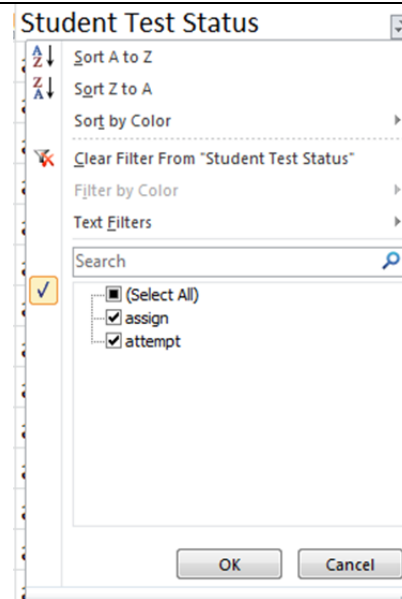
OK Cancel

13. For any student *attempt* student records that need Void Code/Reasons applied, enter
- "Y" in Void PBA/EOY Score Code (column CV) **AND**
 - the appropriate Void PBA/EOY Score Reason (column CW).

See the Colorado Void Codes and Not Tested Codes with Reasons table on page 4 for Void Reasons.

CS	CT	CU	CV	CW
Student Test Stat	N		Void PBA/EOY Score Code	Void PBA/EOY Score Reason
attempt		Y		1
attempt		Y		6
attempt				
attempt				
attempt				

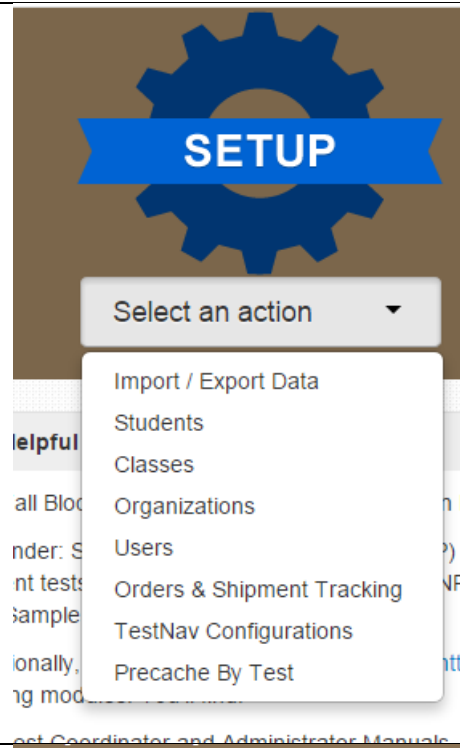
14. Remove filter from Student Test Status (CS) so that all statuses are selected.



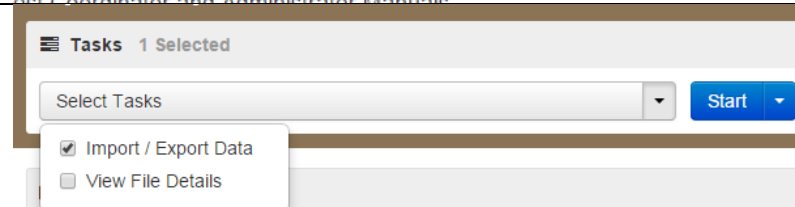
15. Save file in .csv format locally.

UPLOAD FILE

16. In PearsonAccess^{next}, select Setup>Import/Export Data.



17. Select Task > Import/Export Data.
a. Select the *Start* button.



18. Type = Student Test Update Import.
- a. Choose File – select the file saved in step 15.
 - b. Select the *Process* button.

Import / Export Data

1 Import / Export Data

+

Type*

Student Test Update Import ▼

Source File

Choose File PBA Clean up test.csv

Process

Cancel

19. After receiving an email from PearsonAccess^{next}, check the file status for any errors that need to be fixed. If there are errors, fix the errors and reimport the file.

CMAS: PARCC Test Statuses in PearsonAccess^{next} and Student Test Update File with Required Actions

Before a Void or Not Tested Reason/Code can be applied to a student's test, the test must be in *attempt* status. This table can be used to determine the status of a student's test and any required actions. Test Sessions must be *stopped* after all tests in the session are in *attempt* status; the Student Test Status must appear as *completed* or *marked complete*.

PearsonAccess ^{next} User Interface		File Import/Export	Required Action
Student Test Status in Session (Viewing Students in Sessions)	Test Status in Session (Viewing Students in Sessions)	Student Test Status in Student Test Update Export (Column CS)	
Ready (Session was Not Started .)	Assignment	Assign	The test must be <i>marked complete</i> . Apply relevant Void Reason.
Ready (Session was Started AND the student never began testing.)	Testing	Testing	
Active			
Resumed			
Exited			
Completed	Attempt	Attempt	Apply Void Reason if appropriate.
Marked Complete			
Student is not in a Test Session, but is registered for a test.	N/A	Assign	Indicate Not Tested Reason.

*If viewing students through Manage Student Tests, test status will appear as *assigned*, *in progress*, or *completed*.