

Data Supplement

Spring 2016

For

Colorado Measures of Academic Success (CMAS) and Colorado Alternate (CoAlt):
Science and Social Studies

Colorado Measures of Academic Success (CMAS):
English Language Arts and Mathematics (PARCC)

Colorado Spanish Language Arts (CSLA)

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About this Document

The purpose of this document is to provide an overview of the data collection activities for the Colorado Measures of Academic Success (CMAS) and Colorado Alternate (CoAlt): Science and Social Studies, the CMAS: English Language Arts/Literacy and Mathematics (PARCC; Partnership for Assessment of Readiness for College and Careers), and Colorado Spanish Language Arts (CSLA) assessment programs. The document provides a general overview of these processes along with accompanying procedures. The document references other Assessment Unit and vendor manuals where appropriate. For example, this document provides a brief overview of the Student Biographical Data (SBD) review process. Detailed step-by-step directions for the SBD process (*Assessment Unit Data Pipeline Manual for SBD*) are available on the Assessment Unit's 'Assessment Trainings' web page at:

<http://www.cde.state.co.us/assessment/trainings>. For convenience, the following references will be made throughout this document for the four assessments:

- CMAS S/SS will be used to refer to the CMAS: Science and Social Studies assessment.
- CoAlt S/SS will be used to refer to the CoAlt: Science and Social Studies assessment.
- PARCC ELA and/or Math will be used to refer to the CMAS: English Language Arts and/or Mathematics (PARCC) assessment.
- CSLA will be used to refer to the Colorado Spanish Language Arts assessment.

Definitions

PearsonAccess^{next} (PAnext) is the website used for student registration, test setup, administration preparation, and assessment and data management for CMAS S/SS, CoAlt S/SS, PARCC ELA and Math, and CSLA. In order to use PAnext, usernames and passwords must be set up for individual users. Access to sensitive data is determined by specific roles that are assigned to each authorized user. More information about setup and operation of computer-based testing is available in the *PearsonAccess^{next} Online User Guide* at:

<https://support.assessment.pearson.com/display/PAsup/PearsonAccess+Next+Online+User+Guide>.

Student Registration/Personal Needs Profile (SR/PNP) refers to both the PAnext process of importing/exporting student data and the file layout used to import/export the data. SR/PNP file layouts with field definitions and the SR/PNP file templates are available through the following links:

Table 1: SR/PNP Documents

Assessment Program	SR/PNP File Layout
CMAS S/SS	http://www.cde.state.co.us/assessment/cmas_s_ss_sr_pnp
CoAlt S/SS	http://www.cde.state.co.us/assessment/coalt_sr_pnp_2016
PARCC ELA and Math	http://www.cde.state.co.us/assessment/sr_pnp_parcc

Student Test Update (STU) refers to both the process and the file upload used during the PAnext post-test clean up window. The STU export/import field definitions and STU file are available through the following links:

Table 2: STU Documents

Assessment Program	STU File Layout
CMAS S/SS	https://www.cde.state.co.us/assessment/newassess-sum
CoAlt S/SS	https://www.cde.state.co.us/assessment/newassess-sum
PARCC ELA and Math	https://www.cde.state.co.us/assessment/newassess-parcc

Test Session is a virtual data grouping of students in PAnext. These students are grouped together within PAnext for test management purposes and to provide log in information to the student tests. Each PAnext test session consists of one grade level and one content area. For online testing, students must be placed in a scheduled PAnext test session before they can log in to a test.

User Interface (UI) refers to the PAnext screens that may be accessed to update student data, create test sessions, proctor cache test content, and enter all other administration information.

Section 1: Reviewing Organizations in PAnext

This section covers the steps, processes and procedures involved in checking district and school information in PAnext.

Colorado Organizations within PAnext

For each test administration, CDE provides Pearson with an organization (ORG) file containing official district names/codes and school names/codes. PAnext uses this list to establish a permissions-based organizational hierarchy that restricts users from viewing or accessing data that are not associated with their organization and with their role within the organization. For example, if a user is assigned a school level permission, they will only be allowed to see student information associated with that school. The ORG file is also used to cross check any student information that is added to PAnext to ensure that a student can be associated with a known organization. **District Assessment Coordinators (DACs) should contact the Assessment Unit if they discover that an organization in their district is not available in PAnext.**

PAnext uses three sets of district and school codes (testing and responsible):

- **Testing:** Testing District and Testing School are used to identify where testing occurs. The testing location is the location at which the student takes the test.
- **Responsible:** Responsible District and Responsible School are used to identify where the vendor will send reports and how Assessment and Accountability will attribute scores in reports.
- **Shipping:** Ship School codes can be used to ship reports to a different school than the responsible school.

For most students, testing site codes will be the same as responsible site codes. However, there are situations when this is not the case. For example, some Board of Cooperative Educational Services (BOCES) may serve only as testing sites for students. See the following appendices for information on setting up PAnext for these situations:

- Appendix A: BOCES and Out of District Testing Sites
- Appendix B: Testing at District Run Programs
- Appendix C: Eligible Facilities and Division of Youth
- Appendix D: Home School Students.

Section 2: Preparing Student Data Prior to and Following Assessment Administration

This section covers the steps, processes, and procedures involved in the preparation of student data for assessment administration. These procedures should be completed in preparation for student testing.

Student Data in PAnext

The CMAS and CoAlt assessment programs use an SR/PNP import process for creating/storing student demographic data in PAnext, assigning appropriate computer-based test (CBT) or paper-based test (PBT) forms, initially ordering physical assessment materials, gathering student accommodation information, and assigning students to classes (i.e., groups of students that can be added to test sessions). The fields in the SR/PNP for all Colorado programs appear in the same order; however, some fields are “filler” and others have different expected values based on whether the SR/PNP file is for CMAS S/SS, CoAlt S/SS, or PARCC ELA and Math. For more detailed information about the file layouts, see the links to each file layout in Table 1: SR/PNP Documents.

SR/PNP Upload

For the spring administration, CDE completes an initial SR/PNP upload to PAnext from data that districts have submitted into Data Pipeline’s Student Interchange. The student data pull from Data Pipeline was completed on December 18, 2015.

PAnext

After CDE uploads the initial student data to PAnext, districts manage their student data directly. At any time during the assessment window, districts can update student demographic information. PAnext is the source data for CMAS and CoAlt demographic data. **Note:** Updating student data in Data Pipeline after the initial CDE SR/PNP upload will not update student data in PAnext. Conversely, updating student data in PAnext will not update student data in Data Pipeline.

Data Management Activities in PAnext

The *PearsonAccess Next Online User Guide*, available at

<https://support.assessment.pearson.com/display/PAsup/PearsonAccess+Next+Online+User+Guide>, may be used for step-by-step directions to complete the following activities in PAnext through the UI and/or a file import:

- Updating student enrollments
 - Adding new student enrollments
 - Editing student demographic data
 - Moving student enrollment data between organizations within a district
 - Deleting student enrollment data
- Registering students
- Creating PAnext test sessions
- Updating student data after test and session assignment.

Information on transferring student enrollment between districts is available at

<http://www.cde.state.co.us/assessment/2016cotransferguide>.

Assigning Students to Special Forms

Step-by-step directions for assigning CBT students to the text-to-speech and color contrast accessibility features and accommodated CBT forms are available in the *PearsonAccess Next Online User Guide* at <https://support.assessment.pearson.com/display/PAsup/PearsonAccess+Next+Online+User+Guide> or the *CMAS: Science and Social Studies Accommodations Supplement* located on the Assessment Unit web page at http://www.cde.state.co.us/assessment/spring2016_cmas_sss_accommodationssupplement.

Students are registered for PBT forms, including all accommodated forms by entering the information in the appropriate fields of the SR/PNP either via a file or through the UI.

Importing the SR/PNP Export into Excel

Appendix E: Importing a .csv File into Microsoft Excel provides instructions that can be used to import the SR/PNP export into Microsoft Excel. Following the instructions in Appendix E will maintain the appropriate data formatting so various fields do not have to be re-formatted before importing the updated file back into PAnext.

CoAlt: S/SS Activities in PAnext

CoAlt: S/SS assessments are taken by a very small number of students with significant cognitive disabilities. These assessments are based on the Extended Evidence Outcomes (EEOs) of the Colorado Academic Standards (CAS).

While the CoAlt assessments are paper based, the Test Examiner *must* enter the student scores into the online PAnext Score Entry Form when entering CoAlt scores in order to produce an Individual Student Report (ISR). The PAnext Test Examiner role is needed to access student tests in the CoAlt administration for score entry for users other than DACs and SACs. This document contains step-by-step directions for the following activities in PAnext:

- [Creating a new test examiner account through the UI](#)
- [Assigning a test examiner to a student test](#)
- [Entering scores for a student test](#)
- [Verifying completion of a score entry](#).

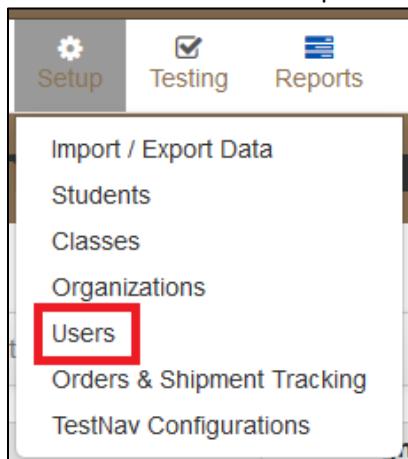
DACs and SACs can create test examiner accounts in PAnext through the UI or through the user file import/export process.

To create a new test examiner account through the UI:

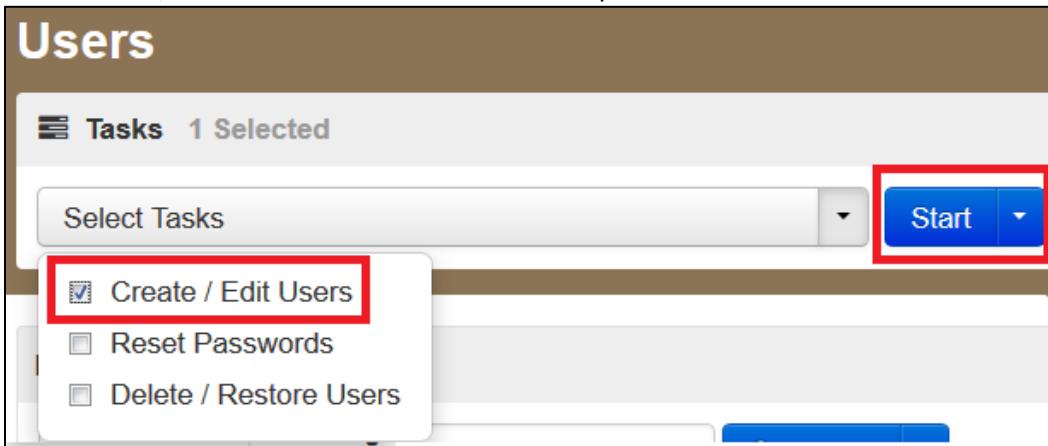
- 1) Select the CoAlt administration and the appropriate organization from the drop-down menu at the top of the screen.

Colorado > 2015 - 2016 > CO CoAlt: Science and Social Studies Spring 2016 ▾

- 2) Select Users from the Setup tab at the top left corner of the screen.



- 3) Select Create/Edit Users from the Select Tasks drop-down menu. Select Start.



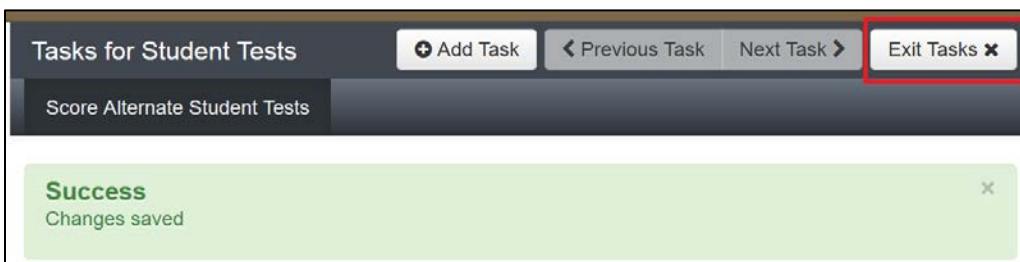
- 4) On the Details screen, select Test Examiner in the Selected Roles field from the list of available roles.

Selected Roles*
SCHOOL/INSTITUTION TEST COORDINATOR
TECHNOLOGY COORDINATOR
TEST ADMINISTRATOR
TEST EXAMINER

- 5) Select Create.



- 6) A green banner will appear across the top of the screen confirming that the change was successfully saved. Select Exit Tasks.



Directions for creating a new Test Examiner account through the user file import/export process are found in the PearsonAccess^{next} Online User Guide at:

<https://support.assessment.pearson.com/display/PAsup/PearsonAccess+Next+Online+User+Guide>.

To create a new Test Examiner account, TEST_EXAMINER should be entered in Column Letter G in the user file.

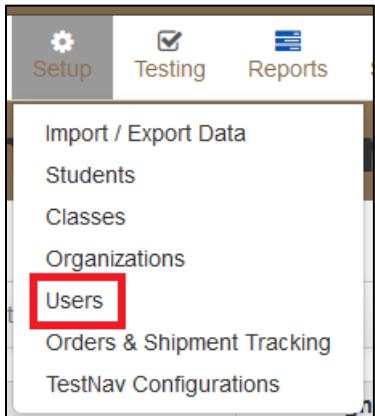
Column Letter	Field Name	Expected Value
G	Roles	TEST_EXAMINER

DACs and SACs can also add the Test Examiner role to existing PAnext user accounts. To update an existing account through the UI:

- 1) Select the CoAlt administration and the appropriate organization from the drop-down menu at the top of the screen.

Colorado > 2015 - 2016 > CO CoAlt: Science and Social Studies Spring 2016 ▾

- 2) Select Users from the Setup tab at the top left corner of the screen.



- 3) Search for the user by completing the fields in the Find Users portion of the screen. Select the box in line with the appropriate username.

The screenshot shows the 'Find Users' search interface. In the search bar, the term 'loerzel' is entered. Below the search bar are 'Filters' and 'Clear Hide' buttons. Under 'First Name', there is a dropdown menu with 'Starts with' and 'loerzel'. Under 'Username', there is a dropdown menu with 'Starts with' and 'loerzel_TE'. The search results table shows two entries: 'loerzel_TE' and 'loerzel_TE2'. The first entry, 'loerzel_TE', has a checked checkbox and is highlighted with a red box. The second entry, 'loerzel_TE2', has an unchecked checkbox and is also highlighted with a red box. The table columns are 'Username*', 'First Name*', 'Last Name*', and 'Email*'. The results table has a header '2 Results'.

- 4) Select Create/Edit Users from the Tasks drop-down menu. Select Start.

The screenshot shows the 'Users' tasks menu. At the top, it says 'Tasks 1 Selected'. Below that is a 'Select Tasks' dropdown menu with three options: 'Create / Edit Users' (which is checked and highlighted with a red box), 'Reset Passwords', and 'Delete / Restore Users'. To the right of the dropdown is a blue 'Start' button, which is also highlighted with a red box.

- 5) Select the username from the list of users.

The screenshot shows a software interface titled 'Tasks for Users'. At the top, there's a dark header bar with the text 'Create / Edit Users'. Below it, a light gray panel displays the heading 'USERS (1)'. Underneath, there's a button labeled '+ Create Users' and a list item 'loerzel_TE' which is highlighted with a red rectangular border.

- 6) Select the white space next to the existing roles in the Selected Roles field. A list of available roles will appear. Select TEST EXAMINER.

The screenshot shows a list of 'Selected Roles' with a red box around the 'TEST EXAMINER' option. The list includes: TEST ADMINISTRATOR, SCHOOL/INSTITUTION TEST COORDINATOR, TECHNOLOGY COORDINATOR, and TEST EXAMINER.

- 7) Select Save.

The screenshot shows a user profile edit screen. It has fields for 'Selected Organizations' (with 'COLLIN (CO-0000-CCCC)' listed), 'Selected Roles' (with 'TEST ADMINISTRATOR' and 'TEST EXAMINER' listed), and a 'Save' button which is highlighted with a red box. There is also a 'Reset' button and a link 'Show User Details'.

- 8) A green banner will appear across the top of the screen confirming that the account change was successfully updated. Select Exit Tasks.

The screenshot shows a success message 'Success Changes saved' in a green banner at the bottom of the screen. In the top right corner of the main area, there is a 'Exit Tasks' button which is highlighted with a red box. The top navigation bar includes 'Tasks for Student Tests', '+ Add Task', 'Previous Task', 'Next Task', and 'Exit Tasks'.

Directions for updating an existing account through the user file import/export process are available in the *PearsonAccess Next Online User Guide* at:

<https://support.assessment.pearson.com/display/PAsup/PearsonAccess+Next+Online+User+Guide>.

To add the Test Examiner role to an existing account, TEST_EXAMINER should be entered in Column Letter G in the user file.

Column Letter	Field Name	Expected Value
G	Roles	TEST_EXAMINER

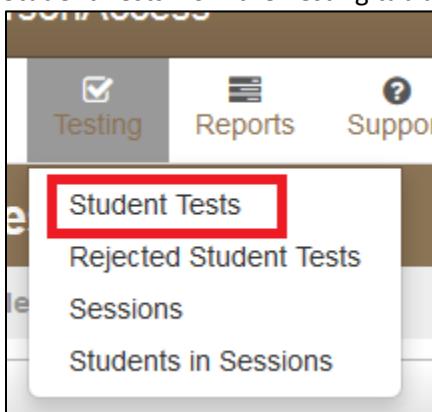
Test examiners must be assigned to student tests before they can enter scores for students. SACs or DACs must complete this task.

To assign a test examiner to a student test:

- 1) Select the CoAlt administration and the appropriate organization from the drop-down menu at the top of the screen.

Colorado > 2015 - 2016 > CO CoAlt: Science and Social Studies Spring 2016 ▾

- 2) Student Tests from the Testing tab at the top left corner of the screen.



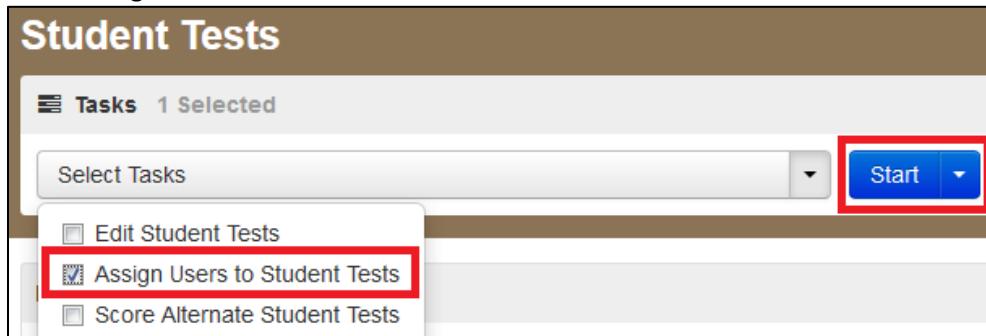
- 3) Search for the student by typing the student's last name into the Search field, then select Search. Or, select Show all results, then select Search to select the student from a list of all students.

A screenshot of the 'Find Student Tests' search interface. It has a search bar with 'Last or Surname starts with' and a 'Search' button. Below the search bar are 'Filters' and 'Organization' buttons. To the right, there's a '10 Results' button and a note: 'This action clears the current search results'. A red box highlights the 'Search' button and the 'Show all results' checkbox.

- 4) Select the checkbox in line with the student's name. Additional students can also be selected at the same time if test examiners need to be assigned to multiple students.

	Student	Organization	Test	Test Format*	Status*	UI
<input checked="" type="checkbox"/>	STUDENT, COLLIN NEW	(CO-0000-CCCC)	Grade 5	Alternate	Assignment	Science
<input type="checkbox"/>	STUDENT, COLLIN NEW	(CO-0000-CCCC)	Grade 5	Alternate	Assignment	Science
<input type="checkbox"/>	STUDENT, COLLIN NEW	(CO-0000-CCCC)	Grade 5	Alternate	Assignment	Science

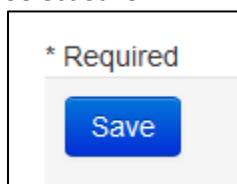
- 5) Select Assign Users to Student Tests from the Select Tasks field. Select Start.



- 6) Enter the test examiner's user name in the Authorized Users field in line with the student's name. If a single test examiner will be assigned to multiple students and the students were selected in the previous step, the Authorized Users field at the top of the screen can be used instead to assign that user to multiple students at once.

<input type="checkbox"/>	Student	Test	Authorized Users
<input type="checkbox"/>	STUDENT, NEW	Grade 5 Science	<input type="text" value="loerzel_TE"/>

- 7) Select Save.



- 8) A green banner will appear across the top of the screen confirming that the user has been successfully assigned to the student(s). Select Exit Tasks.

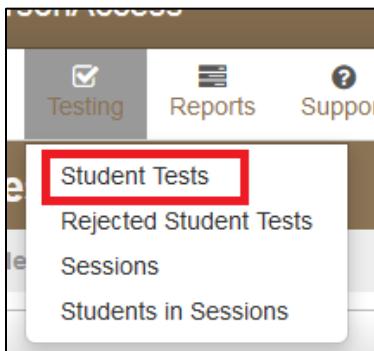
CoAlt scores must be entered into PAnext after the Test Examiner has administered the CoAlt assessment to the student. Score entry can be completed by the Test Examiner (as long as their user account has been assigned to the student test in PAnext), the SAC, or the DAC.

To enter scores for a student test:

- 1) Select the CoAlt administration and the appropriate organization from the drop-down menu at the top of the screen.

Colorado > 2015 - 2016 > CO CoAlt: Science and Social Studies Spring 2016 ▾

- 2) Select Student Tests from the Testing tab at the top left corner of the screen.



- 3) Search for the student by typing the student's last name into the Search field, then select Search. Or, select Show all results, then select Search to select the student from a list of all students.

A screenshot of a search interface titled 'Find Student Tests'. It features a search bar with the placeholder 'Last or Surname starts with' and a 'Search' button with a magnifying glass icon. Below the search bar are 'Filters' and 'Organization' buttons. To the right, there's a '10 Results' indicator and a 'Show all results' checkbox which is checked. A tooltip for the 'Show all results' button says 'This action clears the current search results'.

- 4) Select the checkbox in line with the student's name. Additional students can also be selected at the same time if test examiners need to enter scores for multiple students.

<input type="checkbox"/>	Student	Organization	Test	Test Format*	Status*	UI
<input checked="" type="checkbox"/>	STUDENT, NEW	COLLIN (CO-0000-CCCC)	Grade 5	Alternate	Assignment	Science
<input type="checkbox"/>	STUDENT, NEW	COLLIN (CO-0000-CCCC)	Grade 5	Alternate	Assignment	Science
<input type="checkbox"/>	STUDENT, NEW	COLLIN (CO-0000-CCCC)	Grade 5	Alternate	Assignment	Science

- 5) Select Score Alternate Student Tests from the Select Tasks field. Select Start.

The screenshot shows a software interface titled "Student Tests". At the top, there is a header bar with the title and some navigation icons. Below the header, a section titled "Tasks 1 Selected" is displayed. A dropdown menu labeled "Select Tasks" is open, showing three options: "Edit Student Tests", "Assign Users to Student Tests", and "Score Alternate Student Tests". The third option, "Score Alternate Student Tests", is highlighted with a red box. To the right of the dropdown, there is a blue "Start" button, which is also highlighted with a red box.

- 6) Select the student's name on the left side of the screen, then select the appropriate form number from the Enter Form Number drop-down menu. Select Save.

The screenshot shows a software interface titled "Tasks for Student Tests". On the left, a sidebar displays "Score Alternate Student Tests". The main area shows a student record: "STUDENT, NEW (0045275572)", "Grade 5 Science", and "Not Started", all enclosed in a red box. To the right, under "Form Information" (with a green checkmark icon), there is a field labeled "Enter Form Number*" with a dropdown arrow, also enclosed in a red box. Below this field are two buttons: "Save" (highlighted with a red box) and "Reset". A small note "Required" with an asterisk is positioned above the "Save" button.

- 7) Select the accommodations listed in the student's IEP and also the accommodations used for test administration in the Pre-Test Information portion of the screen. Select Save.

Pre-Test Information ✓

IEP*	Test Accommodations (check all that apply)	Grade 5 Science*
<input type="checkbox"/>	Assistive technology	<input type="checkbox"/>
<input type="checkbox"/>	Braille	<input type="checkbox"/>
<input type="checkbox"/>	Eye gaze	<input type="checkbox"/>
<input type="checkbox"/>	Modified picture symbols	<input type="checkbox"/>
<input type="checkbox"/>	Objects	<input type="checkbox"/>
<input type="checkbox"/>	Sign language	<input type="checkbox"/>
<input type="checkbox"/>	Translation into student's native language	<input type="checkbox"/>
<input type="checkbox"/>	Other	<input type="checkbox"/>
<input type="checkbox"/>	None	<input type="checkbox"/>

* Required

Save **Reset**

- 8) Enter the scores for the student in the Enter Scores portion of the screen.

Enter Scores ✓

<input type="checkbox"/> Clear	Item 1
--------------------------------	--------

Optional: Enter responses in the Test Administration Questions field.

Test Administration Questions ✓

Test Administration Questions	<input type="text"/>
-------------------------------	----------------------

- 9) Select Save.

* Required

Save

- 10) A green banner will appear across the top of the screen confirming that the scores have been successfully saved. Select Exit Tasks.

Tasks for Student Tests **+ Add Task** **Previous Task** **Next Task** **Exit Tasks** ✕

Score Alternate Student Tests

Success Changes saved

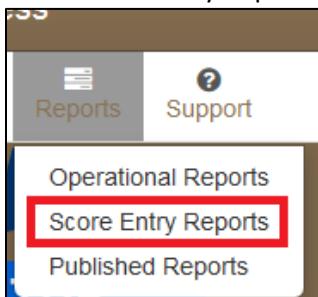
DACs and SACs can access Score Entry Reports through PAnext to verify the status of student tests across the district or school. Two types of reports are available: summary reports and status reports. The summary reports contain student test status counts by test/grade across the district or school. Status reports contain student test status by individual student across the district or school. These reports can be displayed through the UI or downloaded as .csv files.

To verify completion of a score entry:

- 1) Select the CoAlt administration and the appropriate organization from the drop-down menu at the top of the screen.

Colorado > 2015 - 2016 > CO CoAlt: Science and Social Studies Spring 2016 ▾

- 2) Select Score Entry Reports from the 'Reports' tab at the top left corner of the screen.



The Score Entry Reports screen will appear. Based on the selected organization, the report options will be at either the district or school level.

District

A screenshot of the 'Operational Reports' section for the district level. It shows two report options: 'District Status Report' and 'District Summary Report', each with a 'Display Report' button and a 'Download CSV' button. The 'District Status Report' section is visible, while the 'District Summary Report' section is partially visible below it.

School

A screenshot of the 'Operational Reports' section for the school level. It shows two report options: 'School Summary Report' and 'School Status Report', each with a 'Display Report' button and a 'Download CSV' button. The 'School Summary Report' section is visible, while the 'School Status Report' section is partially visible below it.

- a) Select Display Report or Download CSV in the Summary Report portion of the screen. Verify student test status counts by test/grade in the Not Started, In Progress, and Completed columns. In order to receive ISRs, test assignments must be in Completed status by May 4, 2016.

Summary Report					
School	Test	Test Assignments	Not Started	In Progress	Completed
COLLIN	Grade 5 Science	10	7	1	2

- b) Select Display Report or Download CSV in the Status Report portion of the screen. Verify individual student test status in the Status column. In order to receive ISRs, student tests must be in Completed status by May 4, 2016.

Status Report					
School	Student Name	SASID Number	Grade	Test	Status
COLLIN	STUDENT, NEW	0045275572	05	Grade 5 Science	Completed
COLLIN	STUDENT, NEW	6625688496	05	Grade 5 Science	Completed
COLLIN	STUDENT, NEW	3060160777	05	Grade 5 Science	Not Started
COLLIN	STUDENT, NEW	1605510646	05	Grade 5 Science	In Progress
COLLIN	STUDENT, NEW	7149173999	05	Grade 5 Science	Not Started

Data Clean Up Procedures and Documentation in PAnext

Districts will have two opportunities to clean up student information in PAnext. An optional third clean up opportunity will take place in CDE's Data Pipeline system.

- Initial PAnext data clean up – Prior to May 20, 2016
- Final PAnext data clean up – May 23–May 25, 2016
- SBD review – May 31–June 9, 2016

Initial PAnext Data Clean Up

Prior to May 20, 2016, districts should perform the following tasks in PAnext before, during, or following student testing:

- **Ensure that all students are registered and have assigned tests in PAnext.** DACs and SACs should perform the steps outlined at <https://support.assessment.pearson.com/display/PAsup/Manage+Students>.
- **“Mark Complete.” All PAnext student test assignments** that are not in “Completed” status due to either of the following reasons: 1) the student did not submit the test correctly or 2) the test will not be completed by the student. Not started tests may be removed from the started test sessions. DACs and SACs should perform the steps outlined at <https://support.assessment.pearson.com/display/PAsup/Mark+Student+Tests+Complete>.

Note: The “Marked Complete” reason does not invalidate the student test. Invalidations (i.e., Void Student Test Code/Reasons, Not Tested Code/Reasons) must be indicated on the Manage Student Tests screen(s) in PAnext or through an STU file import.
- **Stop all PAnext test sessions that are still in “Started” status** after the district has finished testing or by the end of the assessment window. DACs and SACs should follow the steps outlined at <https://support.assessment.pearson.com/display/PAsup/Start+and+Monitor+Online+Tests>.
- **Update accommodation fields in PAnext** based on actual usage during testing. DACs and SACs can perform this task through the PAnext UI. Accommodations that create a test form cannot be updated after a student has taken a test (TTS, closed captioning). DACs and SACs with the sensitive data role can complete this task through the SR/PNP file import. DACs and SACs with the sensitive data and STU roles can complete this task through the STU file import.
 - UI: <https://support.assessment.pearson.com/display/PAsup/Manage+Students>
 - SR/PNP file import: <https://support.assessment.pearson.com/display/PAsup/Import+and+Export+Data>
 - STU file import: <https://support.assessment.pearson.com/display/PAsup/Import+and+Export+Data>
- **Update all the demographic fields in PAnext.** This update should include the non-required fields that will be used for reporting. DACs and SACs with the sensitive data role can perform this task through the PAnext UI or through the SR/PNP file import process. DACs and SACs with the sensitive data and STU roles can complete this task through the STU file import process.
 - UI: <https://support.assessment.pearson.com/display/PAsup/Manage+Students>
 - SR/PNP file import: <https://support.assessment.pearson.com/display/PAsup/Import+and+Export+Data>
 - STU file import: <https://support.assessment.pearson.com/display/PAsup/Import+and+Export+Data>
- **Resolve Rejected Student Test Alerts for PARCC ELA and Math in PAnext** (paper-based only). ELA and math paper-based tests that have been scanned and were unable to be matched to a student in PAnext will create a rejected student test alert. These alerts must be resolved in order for the test to be scored and the students to receive ISRs for these tests. DACs and SACs with the rejected student test role can resolve these alerts through the PAnext UI. Steps for this process are outlined at:
<https://support.assessment.pearson.com/display/PAsup/Fix+Rejected+Student+Test+Details>.

- **Update invalidation codes.** DACs and SACs can update invalidation codes (i.e., Void Student Test, Not Tested) via the PAnext UI. DACs and SACs with the sensitive data and STU roles can complete this task through the STU import process. (See directions below: **Update Invalidation Codes**)

Final PAnext Data Clean Up

From May 23 – May 25, 2016, districts should update any remaining temporary or incorrect SASIDs, update student demographic information, and confirm or enter invalidation codes as necessary.

- DACs with the sensitive data role must update any remaining temporary SASIDs through the UI.
<https://support.assessment.pearson.com/display/PAsup/Create+and+Edit+Student+Records>
- DACs and district level sensitive data users with the STU role can update student demographic information used in reporting, void student test code and reasons, and not tested code and reasons through the STU file.
<https://support.assessment.pearson.com/display/PAsup/Import+and+Export+Data>

SBD Review (Optional)

The SBD review will take place from May 31 – June 9, 2016. This review process is completed through CDE's Data Pipeline system after the assessment window closes and before final results are made available. The purpose of the CMAS and CoAlt SBD review is to allow districts the opportunity to verify the accuracy of the demographic data that was submitted in PAnext for each student for each administration.

The SBD review is not a mandatory process. Districts may choose whether to participate in the SBD process. State and federal accountability reporting (including school and district performance framework ratings and priority and focus school designations) rely on accurate demographic and test score data. Therefore, the impact of the SBD review of demographic data on accountability reporting is profound. Districts should be aware that performance framework requests for reconsideration will only be considered for districts that participate and approve their data in the SBD process.

Detailed information about SBD can be found at the following locations:

- Processes and procedures are available in the *Assessment Unit Data Pipeline Manual for SBD* posted on the Assessment Unit's 'Assessment Trainings' website at <http://www.cde.state.co.us/assessment/trainings>.
- File layouts for all periodic assessment collections can be found on the Data Pipeline website at http://www.cde.state.co.us/datapipeline/per_collections.

Section 3: Void Test Score and Not Tested Codes and Descriptions

Student test records with void test score or not tested codes/reasons (i.e., invalidations) will not receive scores for the invalidated content area assessment(s). Table 3 provides a brief overview of the CMAS and CoAlt invalidation categories.

Table 3: CMAS Not Tested and Void Test Score Codes/Reasons

Colorado Measures of Academic Success Not Tested and Void Test Score Codes/Reason	
Not Tested Code/Reason	Void Test Score Code/Reason
00. Absent (should not be used until the last day of the testing window)	-
01. Took Other Assessment OR Duplicate Registration/Attempt	01. Took Other Assessment OR Duplicate Registration/Attempt
For English Language Arts Only:	
02. First Year in U.S. English Learner	02. Interrupted and Not Completed
03. Withdrew Before Completion	03. Withdrew Before Completion
04. Student Test Refusal	04. Student Test Refusal
05. State Use Only	05. Non-approved Accommodation
06. Misadministration	06. Misadministration
07. Medical Exemption	07. Medical Exemption
08. Part Time Public and Part Time Home School Student	08. Part Time Public and Part Time Home School Student
09. Parent Excuse	09. Parent Excuse
-	10. State Use Only

The not tested codes/reasons and void test score codes/reasons included in this document pertain to the CMAS/CoAlt: S/SS, PARCC ELA and Math, and CSLA assessments.

Not tested codes/reasons should only be applied to the records of students who did not begin testing.

A not tested code/reason should be used if one of the following scenarios applies to the student:

- The student is in a started test session, but did not start a test. The student should be removed from the started test session before it is “stopped”. A not tested code and reason should be applied for the student.
- The student is in a test session that was not started. These sessions do not need to be “stopped”. A not tested code and reason should be applied for the student.
- The student is assigned to a test but not assigned to a test session. A not tested code and reason should be applied for the student.
- The student was assigned to a paper test, but did not start testing.

Void test score codes/reasons should be applied to records of students who began testing, but should not receive scores. These students may have finished testing and submitted their tests, or they may not have finished testing but school personnel applied “mark complete” to the online test record. (Note: mark complete reasons do not invalidate tests.) Both of these test record types will appear as “attempt” in the online test status field. If a void test score code/reason is applied to a student test record, the record will not receive an overall score.

Not tested and void test score codes/reasons can be entered through the PAnext UI or through an STU file. The ability to enter this information through either method is determined by user permissions as assigned through PAnext. **See the not tested and void test score code/reason definitions in Table 4 for additional information.**

Table 4: Not Tested and Void Test Score Code/Reason Definitions

00 Absent
Not Tested Code/Reason 00: Absent STU Coding: Not Tested = Y; Note Tested Reason = 00
Not Tested Reason 00 should only be used if the student was absent for all of testing and one of the other not tested reasons does not apply. This code and reason should not be entered until the end of the testing window (April 29, 2016). Note: Tests for absent students will not be voided as these students should be taken out of started test sessions and this not tested code and reason should be applied.
01 Took Other Assessment OR Duplicate Registration
Not Tested Code/Reason 01: Took Other Assessment OR Duplicate Registration/Attempt STU Coding: Not Tested = Y; Not Tested Reason = 01
Void Test Score Code/Reason 01: Took Other Assessment OR Duplicate Registration/Attempt STU Coding: Void Test Score Code = Y; Void Score Reason = 01
Not Tested Reason 01 or Void Score Reason 01 should be used to identify students who took another assessment or who have duplicate registrations or attempts for the same content area. <ul style="list-style-type: none">• Duplicate registration/attempt<ul style="list-style-type: none">○ This reason should be used to identify duplicate/multiple test assignments or test attempts for a student in a single content area. For example, if a student has three English Language Arts (ELA) records in PAnext, this reason should be used to identify the two records that should not appear in the final score file.• Took other assessment<ul style="list-style-type: none">○ If a student has PARCC ELA and Math test registrations in PAnext but took the CoAlt: DLM ELA and Math assessment, this reason should be applied in PAnext to the PARCC ELA and Math assessments if DLM should be the assessment of record.○ If a student has taken CSLA but still has a PARCC ELA test registration in PAnext, this reason should be applied in PAnext to the PARCC ELA test assignment if the CSLA should be the assessment of record. (Typically, the PARCC ELA registration will be removed at the time CSLA is ordered. However, a PARCC ELA registration may reappear if the student is inadvertently added back in for ELA.)○ If a student has a CMAS: S/SS test registration in PAnext but took a CoAlt: S/SS assessment, this reason should be applied to the CMAS: S/SS test assignment in PAnext if CoAlt: S/SS should be the assessment of record.
02 First Year in U.S. English Learner (For English Language Arts Only)
Not Tested Code/Reason 02: First Year in U.S. English Learner STU Coding: Not Tested = Y; Not Tested Reason = 02
For spring 2016 CMAS testing, districts will determine whether or not to administer the PARCC ELA assessment to their English learners who are first year in the United States (U.S.).* Districts that have decided not to test their first year in U.S. English learners should code English language arts records for these students with not tested reason 02. Districts should also complete state use field 1 (date most recently enrolled in U.S. coming from a non-U.S. school/country). Note: Only Not Tested Reason 02 should be applied to students who are first year in the U.S. Void Test Reason 02 (interrupted and not completed) should <u>not</u> be applied to these student test records.
*Third and fourth grade English learners who are first year in the U.S. but who have a home language of Spanish should take the CSLA assessment in place of the CMAS: PARCC ELA assessment.

02 Interrupted and Not Completed

Void Test Score Code/Reason 02: Interrupted and Not Completed

STU Coding: Void Test Score Code = Y; Void Score Reason = 02

Void Score Reason 02 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).

Note: Only the Void Score Reason 02 should be applied to records for tests that were interrupted and not completed.

Not Tested Reason 02 (First Year in U.S. English Learner) should not be applied to these student test records.

03 Withdrew Before Completion

Not Tested Code/Reason 03: Withdrew Before Completion

STU Coding: Not Tested = Y; Not Tested Reason = 03

Void Test Score Code/Reason 03: Withdrew Before Completion

STU Coding: Void Test Score Code = Y; Void Score Reason = 03

Not Tested Reason 03 should only be used if the student moved before the start of testing. This code should not be applied until the end of the testing window (after April 29th).

Void Score Reason 03 should only be used if the student moved and one of the following applies:

- The student started but did not complete testing and the new Colorado district of enrollment did not submit a "Work Request" to transfer the student registration and test assignment(s) through PAnext. (This is considered a district-to-district transfer. Refer to guidance documents on transfers available at <http://www.cde.state.co.us/assessment/trainings> for more information.)
- The student started testing but moved out of state before completing the test.

Note: If the student completed both the PARCC ELA and Math content area tests before moving to a different district, no additional action should be taken for the student's PARCC registration. If the student completed the CMAS: S/SS assessment before moving to a different district, no action should be taken for the student's science/social studies registration.

04 Student Test Refusal

Not Tested Code/Reason 04: Student Test Refusal

STU Coding: Not Tested = Y; Not Tested Reason = 04

Void Test Score Code/Reason 04: Student Test Refusal

STU Coding: Void Test Score Code = Y; Void Score Reason = 04

Not Tested Reason 04 should be used to indicate that when provided an opportunity to test, the **student** refused to begin testing.

Void Score Reason 04 should be used to indicate that when provided an opportunity to test, the **student** started testing but then refused to continue testing.

05 Non-Approved Accommodation

Void Test Score Code/Reason 05: Non-Approved Accommodation

STU Coding: Void Test Score Code = Y; Void Score Reason = 05

Void Score Reason 05 should be used to indicate that a student received a non-approved unique accommodation during testing.

A Unique Accommodation Requests (UAR) has to be submitted to CDE for approval.

Accommodations that required an approved UAR in Colorado include the following:

- Text-to-speech on the ELA assessment
- Human scribe on the ELA assessment
- Human reader or signer on the ELA assessment
- Calculator on non-calculator sections of the math assessment
- Any other accommodation not listed in the *PARCC Accommodations Manual* or the *Science and Social Studies Accommodation Supplement*.

If a student was provided or accessed any of these accommodations but was not approved through the UAR process, Void Score Reason 05 should be applied if an individual student report is not to be produced.

Note: Cases of students who received a non-approved accommodation but for whom districts would like an individual student report produced for local use must be reported to Stephanie Boyd at boyd_s@cde.state.co.us for PARCC ELA and Math or to Sara Loerzel Loerzel_s@cde.state.co.us for CMAS: S/SS. Please note that results for these students will not be aggregated in school and district results.

06 Misadministration

Not Tested Code/Reason 06: Misadministration

STU Coding: Not Tested = Y; Not Tested Reason = 06

Void Test Score Code/Reason 06: Misadministration

STU Coding: Void Test Score Code = Y; Void Score Reason = 06

Not Tested Reason 06 or Void Score Code 06 should be used if a misadministration 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.

Not Tested Reason 06 should be used if a student is exposed to test content prior to testing. Examples of misadministrations that result in records that must be coded with Not Tested Reason 06 include the following:

- Students receive information about test items from anyone prior to testing.
- A test administrator or school staff member:
 - Provides students with information about test items prior to the test.
 - Leaves secure test materials unattended anywhere outside of the central secure storage area in the school creating a security breach resulting in students not testing.
 - 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 resulting in students not testing.

Void Score Reason 06 should be used if a student's test was misadministered after the student began testing. Examples of misadministrations that result in records that must be coded with Void Score Reason 06 include the following:

- Students share answers during testing.
- A test administrator or school staff member:
 - Gives any cue about possible answers, verbal or non-verbal, to students.
 - 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 but students tested.
- 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 but students are tested.
- Clarifies any test items for students.
- Does not provide students with documented accommodations or provides students with an accommodation that is not documented.
- Does not observe time limits and requirements (e.g., not giving students the entire unit/section time to test or giving students who do not have an extended time accommodation more than the maximum testing time).
- Does not follow test environment and/or posted materials guidelines.
- Does not provide directions from the TAM for the test (for each unit/section).

Students with Not Tested Reason 06 or Void Score Reason 06 will not receive a score.

Please be sure to keep your documentation for any misadministrations.

Note: If a major misadministration occurs, **submit a Test Incident (Irregularity) report to CDE through Synclicity.** Personally Identifiable Information (PII) must never be emailed to CDE or assessment vendors. PII includes student names and other sensitive student data.

07 Medical Exemption

Not Tested Code/Reason 07: Medical Exemption

STU Coding: Not Tested = Y; Not Tested Reason = 07

Void Test Score Code/Reason 07: Medical Exemption

STU Coding: Void Test Score Code = Y; Void Score Reason = 07

Not Tested Reason 07 should be used to identify students who are unable to start 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 a 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.

Void Test Score Reason 07 should be used to identify students who are unable to complete 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 a 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.

08 Part Time Public and Part Time Home School Student

Not Tested Code/Reason 08: Part Time Public and Part Time Home School Student

STU Coding: Not Tested = Y; Not Tested Reason = 08

Void Test Score Code/Reason 08: Part Time Public and Part Time Home School Student

STU Coding: Void Test Score Code = Y; Void Score Reason = 08

Not Tested Reason 08 should be used to identify any non-tested students with part-time district and part-time home school status.

Void Test Score Code 08 should be used to identify any students with part-time district and part-time home school status who may have tested but should not receive a report.

- 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 the test was administered
- Responsible school/institution identifier = HHHH
- For each test assignment that should receive a score:
 - Not tested code/reason = Blank
 - Void test score code/reason = Blank

Note: If an organization with a school/institution identifier of “HHHH” is not available in PAnext for your district, contact Stephanie Boyd at boyd_s@cde.state.co.us to have a home school organization created in the district.

09 Parent Excuse

Not Tested Code/Reason 09: Parent Excuse

STU Coding: Not Tested = Y; Not Tested Reason = 09

Void Test Score Code/Reason 09: Parent Excuse

STU Coding: Void Test Score Code = Y; Void Score Reason = 09

While districts are responsible for administering the state assessments, districts should document all parent excuses consistent with state law and district policy.

Not Tested Reason 09 should be applied if a **parent excuses** their child from testing before the student starts testing.

Void Test Score Reason 09 should be applied if a **parent excuses** their child from testing after the student starts testing.

Below is language from H.B. 15-1323 regarding parents excusing their student from testing:

(b) IF A PARENT EXCUSES HIS OR HER STUDENT FROM PARTICIPATING IN A STATE ASSESSMENT, A LOCAL EDUCATION PROVIDER SHALL NOT IMPOSE NEGATIVE CONSEQUENCES, INCLUDING PROHIBITING SCHOOL ATTENDANCE, IMPOSING AN UNEXCUSED ABSENCE, OR PROHIBITING PARTICIPATION IN EXTRACURRICULAR ACTIVITIES, ON THE STUDENT OR ON THE PARENT.

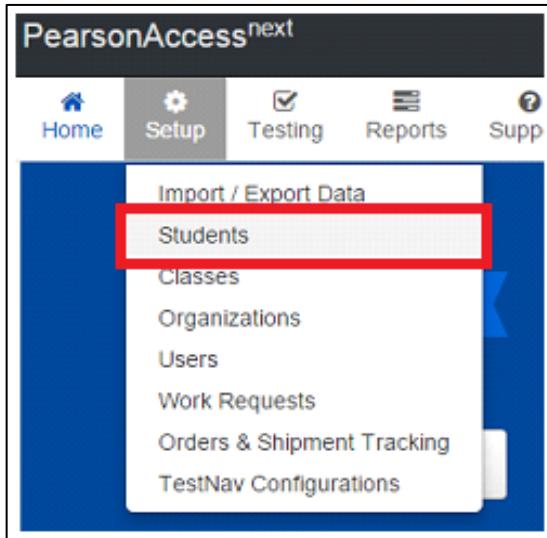
(c) A LOCAL EDUCATION PROVIDER SHALL NOT IMPOSE AN UNREASONABLE BURDEN OR REQUIREMENT ON A STUDENT THAT WOULD DISCOURAGE THE STUDENT FROM TAKING A STATE ASSESSMENT OR ENCOURAGE THE STUDENT'S PARENT TO EXCUSE THE STUDENT FROM TAKING THE STATE ASSESSMENT.

Update Void Test Score Code and Reasons Through the PAnext UI

Only tests in **Completed** or **Marked Complete** status may be voided. If a test needs to be voided but is still in a testing status, it will first need to be marked completed by a **DAC**, **SAC**, or **sensitive data user**. Paper-based tests will not have the void option until the test is scanned. The option to note a void code will appear on student tests under Setup > Students > Manage Student Tests in PAnext once the system recognizes the test as being in a completed status (i.e., all units/sections completed or marked complete). **Note:** A user must have the STU role in order to note a student's test assignment as void in PAnext.

To void a student's test assignment:

- 1) Log in to PAnext.
- 2) Select Students from the 'Setup' tab at the top left corner of the screen.



- 3) Search for the student by last name, SASID, or by selecting the Show all results option from the Search dropdown in the Find Student portion of the screen. Select Search.

A screenshot of the 'Find Students' search interface. The interface includes a search bar with a placeholder 'Last or Surname starts with' (highlighted with a red box) and a 'Search' button. Below the search bar are 'Filters' (with 'Across All Organizations' checked) and 'State Student Identifier' (with a 'Starts with' field highlighted with a red box). To the right, there is a 'No Results' message and a 'Show all results' checkbox (also highlighted with a red box), which has a tooltip 'This action clears'. Further down are sections for 'Local Student Identifier' (with a 'Starts with' field) and 'Pearson ID' (with a 'Starts with' field). At the bottom is a link 'Toggle secondary filters'.

- 4) Select the checkbox in line with the student's name as listed in the search results.

2 Results		
State Student Identifier*	Local Student Identifier	Last or Surname*
<input checked="" type="checkbox"/> 4069840600 ⓘ 8		SAMPLE
<input type="checkbox"/> 4069840601 ⓘ 8		SAMPLE

- 5) Select Manage Student Tests from the Select Tasks drop-down menu. Select Start.

Students

Tasks 1 Selected

Select Tasks

- Create / Edit Students
- Registration
 - Enroll Students
 - Register Students
 - Manage Student Tests
 - Manage Classes
 - Students - Move Test
 - Delete Students
 - Generate Sample Students

Start

2016 Spring PARCC

Search

2 Results

State Student Identifier*	Local S
<input type="checkbox"/> 4069840600 ⓘ 8	

- 6) Under STUDENT TESTS, select the name of the completed student test that is to be voided.

STUDENT TESTS (9)

+ Create Student Tests

SAMPLE, THURSDAY (406984060)

► Grade 5 Mathematics

► Grade 5 ELA/Literacy

- 7) Select Void Test Score Code in the TEST DETAILS portion of the page, then select the applicable reason from the Void Test Score Reason drop-down menu. See Section 3: Void Test Score and Not Tested Codes and Descriptions of this document for descriptions of each Void Test Score Reason.

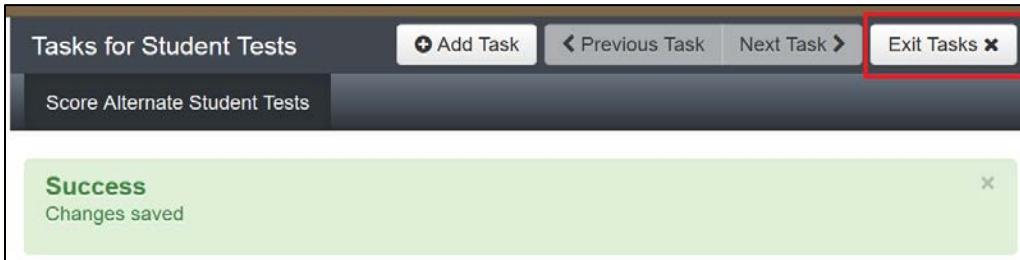
Void Test Score Code

Void Test Score Reason ⓘ

- 8) Select Save in the upper right corner of the TEST DETAILS screen.



- 9) A green banner will appear across the top of the screen confirming that the change was successfully saved.
Select Exit Tasks.



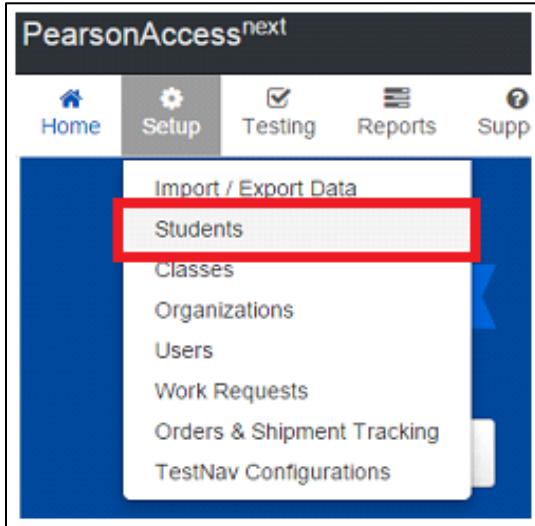
- 10) Repeat steps 2 through 9 for any additional tests that need to be voided.

Update Not Tested Codes Through the PAnext UI

Tests that were never started by the student (i.e., still in **Ready** status in a non-started test session, assigned but not in a started test session, PBT submitted with nonscorable materials) should have a not tested code and reason indicated. This task can be completed **by users with the DAC, SAC, or sensitive data role**. The option to indicate a not tested code and reason appears on all student tests under Setup > Students > Manage Student Tests in PAnext.

To denote a student's test assignment as not tested:

- 1) Log in to PAnext.
- 2) Select Students from the Setup tab at the top left corner of the screen.



- 3) Search for the student by last name, SASID, or by selecting the Show all results option from the Search dropdown in the Find Student portion of the screen. Select Search.

A screenshot of the "Find Students" search interface. It features a search bar with the placeholder "Last or Surname starts with" (highlighted with a red box). To the right is a "Search" button with a magnifying glass icon and a dropdown arrow. Below the search bar is a "Filters" section with a checkbox for "Across All Organizations" and buttons for "Clear" and "Hide". On the right, there is a "No Results" message and a "Show all results" dropdown menu with a checked checkbox (highlighted with a red box) and a tooltip "This action clears". The search results area shows a partial row with a checkbox and the text "State St...". At the bottom, there are sections for "State Student Identifier" (with a "Starts with" input field highlighted with a red box), "Local Student Identifier" (with a "Starts with" input field), "Pearson ID" (with a "Starts with" input field), and a "Toggle secondary filters" link.

- 4) Select the checkbox in line with the student's name as listed in the search results.

2 Results		
<input type="checkbox"/> State Student Identifier*	Local Student Identifier	Last or Surname*
<input checked="" type="checkbox"/> 4069840600 ⓘ 8		SAMPLE
<input type="checkbox"/> 4069840601 ⓘ 8		SAMPLE

- 5) Select Manage Student Tests in the Students portion of the screen. Select Start.

Students

Tasks 1 Selected

Select Tasks

- Create / Edit Students
- Registration
 - Enroll Students
 - Register Students
- Manage Student Tests
 - Manage Classes
- Students - Move Test
- Delete Students
- Generate Sample Students

Start

2016 Spring PARCC

Search

2 Results

<input type="checkbox"/> State Student Identifier*	Local Student Identifier	Last or Surname*
<input checked="" type="checkbox"/> 4069840600 ⓘ 8		SAMPLE

- 6) Under STUDENT TESTS, select the name of the completed student test that is to be marked as not tested.

STUDENT TESTS (9)

+ Create Student Tests

SAMPLE, THURSDAY (406984060)

► ⓘ Grade 5 Mathematics

► ⓘ Grade 5 ELA/Literacy

- 7) Select not tested code in the TEST DETAILS portion of the page, then select the applicable reason from the not tested reason drop-down menu. See Section 3: Void Test Score and Not Tested Codes and Descriptions of this document for descriptions of each not tested code.

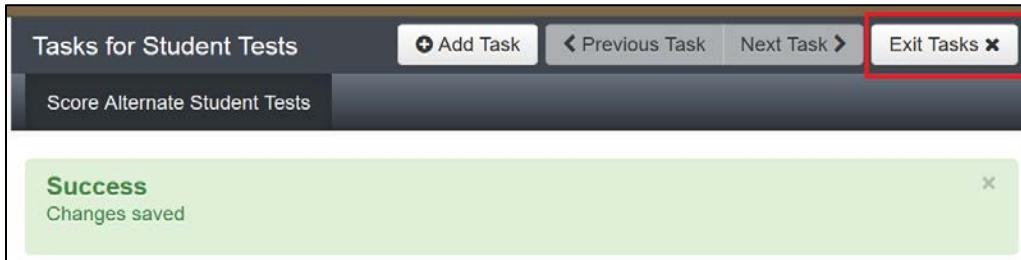
Not Tested Code

Not Tested Reason ⓘ

- 8) Select Save.



- 9) A green banner will appear across the top of the screen confirming that the change was successfully saved. Select Exit Tasks.



- 10) Repeat steps 2 through 9 for any additional tests that need to be noted as Not Tested.

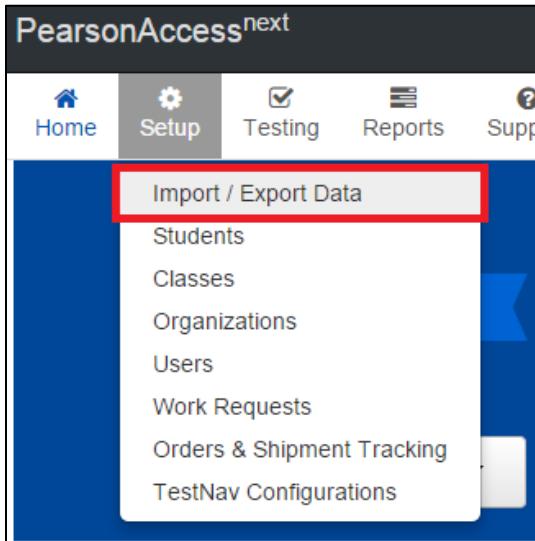
Section 4: Export/Import STU File

The following steps are taken to make updates to not tested and void codes and reasons via an export and import of the STU file from May 2 – 25, 2016.

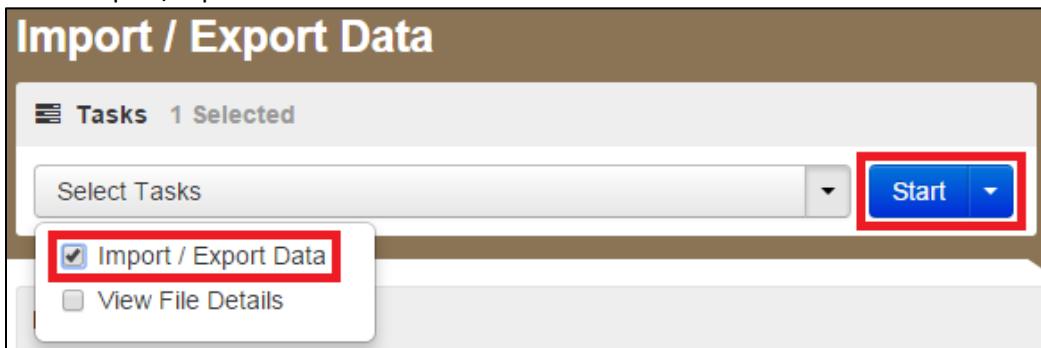
Exporting a Student Test Update File from PAnext

To export a STU file from PAnext:

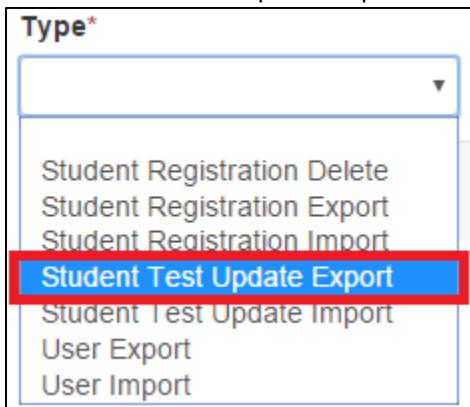
- 1) Log in to PAnext.
- 2) Select Import/Export Data from the Setup tab at the top left corner of the screen.



- 3) Select Import/Export Data. Select Start.



- 4) Select Student Test Update Export from the Type drop-down menu.



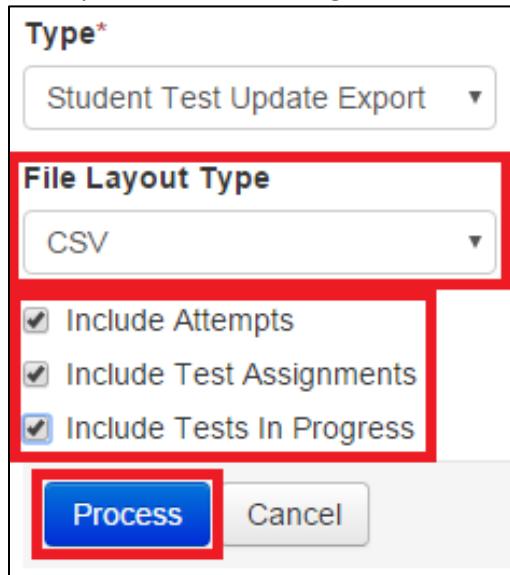
- 5) Select the preferred option for File Layout Type (CSV is recommended if no option is preferred), and Include Attempts, Include Test Assignments, and Include Tests In Progress. Select Process.

Type*
Student Test Update Export ▾

File Layout Type
CSV ▾

Include Attempts
 Include Test Assignments
 Include Tests In Progress

Process Cancel

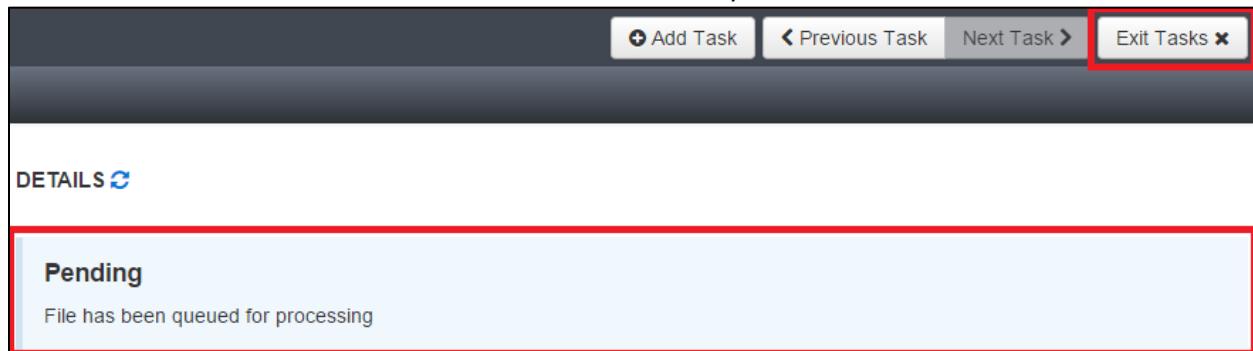


- 6) A blue banner will appear across the top of the screen confirming that the file has been successfully queued for processing. Select the refresh button (⟳) until the file is available for download; otherwise, PAnext will send a notification to the user's e-mail address when the file is ready to be downloaded. Select Exit Tasks.

Add Task < Previous Task Next Task > **Exit Tasks** ×

DETAILS [⟳](#)

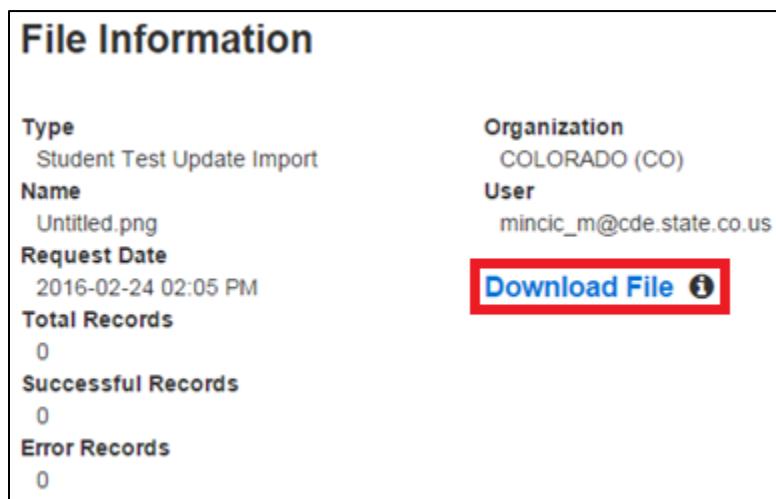
Pending
File has been queued for processing



- 7) Select Download File to view the file.

File Information

Type	Organization
Student Test Update Import	COLORADO (CO)
Name	User
Untitled.png	mincic_m@cde.state.co.us
Request Date	Download File ⓘ
2016-02-24 02:05 PM	
Total Records	
0	
Successful Records	
0	
Error Records	
0	

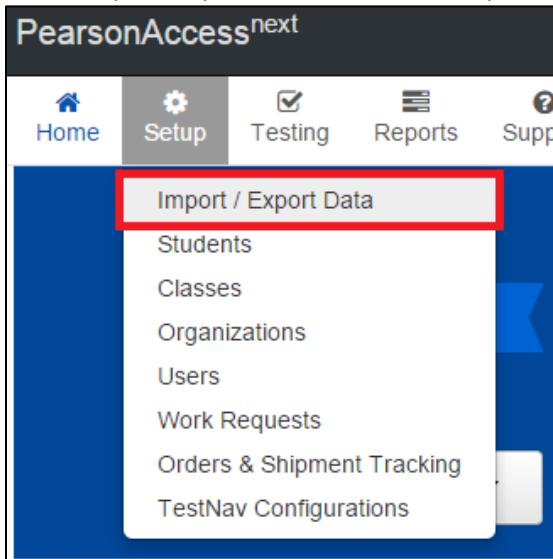


- 8) The file will be saved locally. Locate the file to indicate updates that are to be imported back into PAnext.

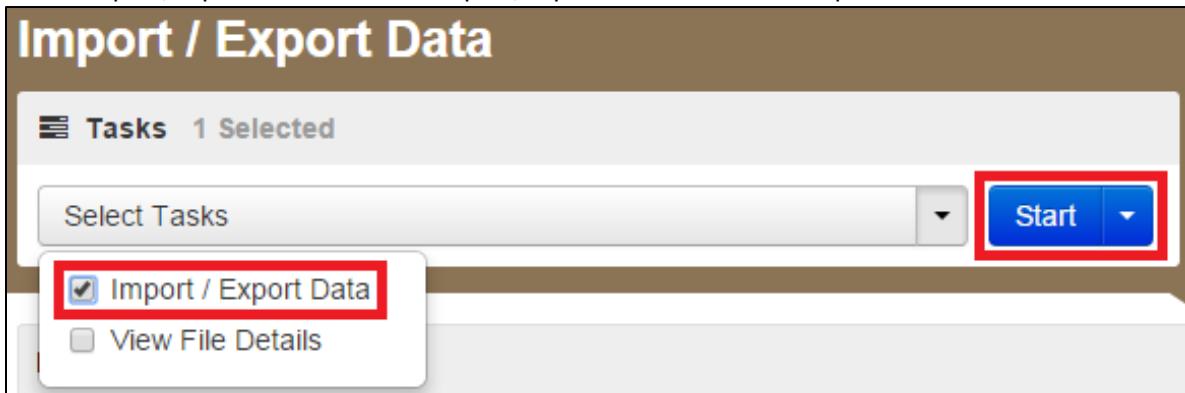
Importing an STU File to PAnext

To import an updated STU file into PAnext:

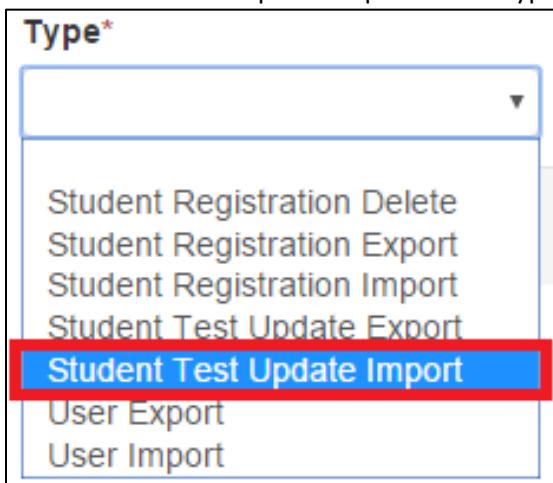
- 1) Log in to PAnext.
- 2) Select Import/Export Data from the Setup tab at the top left corner of the screen.



- 3) Select Import/Export Data from the Import/Export Data field at the top of the screen. Select Start.



- 4) Select Student Test Update Import as the Type.



- 5) Select the appropriate File Layout Type (the file type of the locally saved STU file, either CSV or Fixed). Select Choose File under Source File, then locate the file on your computer. Include any e-mail addresses in the Additional e-mails field for anyone who should also receive notifications regarding the status of the file import. Select Process.

Type*
Student Test Update Import

File Layout Type
CSV

Source File
Choose File Student Test...e Import.csv

Additional e-mails
Enter a valid e-mail address

Ignore Error Threshold

Process Cancel

- 6) The View File Details page will appear with a blue banner across the top of the page confirming that the imported file is being processed. Select the refresh button (⟳) until the file has been processed; otherwise, PAnext will send a notification to the user's e-mail address when the file import is complete.

Add Task Previous Task Next Task **Exit Tasks**

DETAILS [⟳](#)

Pending
File has been queued for processing

- 9) Review any errors that need to be resolved. If necessary, resolve any errors in the locally saved STU file and repeat steps 2-8.

Appendix A: BOCES and Out of District Testing Sites

BOCES

BOCES can be involved in state assessments in several different ways. Some BOCES operate schools and are responsible for testing students enrolled in their schools. Other BOCES operate programs but serve as testing sites for students. This section groups BOCES into three basic scenarios and describes the processes that need to be followed for the CMAS: S/SS, CoAlt S/SS, and CMAS: PARCC ELA and Math assessments.

Scenario 1: BOCES that operate schools that have a 4 digit CDE school codes and the school is the student's primary school of enrollment. In this situation, the BOCES follow the same procedures as a regular school district in PAnext. CDE will upload information for the BOCES as part of the pre-ID upload. In this scenario, the testing and responsible district and school are the same. In the SR/PNP layout, student district and school data will be coded as follows:

- Testing district code: 4-digit BOCES code as it appears in Data Pipeline
- Testing district name: BOCES name as it appears in Data Pipeline
- Testing school code: School code as it appears in Data Pipeline
- Testing school name: School name as it appears in Data Pipeline
- Responsible district code: 4-digit BOCES code as it appears in Data Pipeline
- Responsible district name: BOCES name as it appears in Data Pipeline
- Responsible school code: School code as it appears in Data Pipeline
- Responsible school name: School name as it appears in Data Pipeline.

Scenario 2: BOCES that operate like programs and administer state assessments to students from ONE "Home" Colorado District. In this situation, the BOCES follow the same procedures as a regular public school located within a Colorado School District in PAnext. Using the same process used to assign school level user roles to the regular public schools in the districts, the "home" district will assign BOCES staff user roles to a BOCES School within their district. CDE will set up a "BOCES school" within the district but will not be able to pre-populate students enrolled in the BOCES schools based on information in Data Pipeline. Districts will have to move students from the primary school enrollment indicated in Data Pipeline to the BOCES school. In this scenario, the testing district and school is different from the responsible district and school. In the SR/PNP layout, student district and school data will be coded as follows:

- Testing district code: 4-digit official CDE BOCES code
- Testing district name: BOCES name
- Testing school code: 4-digit unofficial code (BBBB) assigned by Assessment Unit
- Testing school name: Official BOCES name with "testing site" added to end
- Responsible district code: "Home" district code as it appears in Data Pipeline
- Responsible district name: "Home" district code as it appears in Data Pipeline
- Responsible school code: Primary school enrollment school code as it appears in Data Pipeline
- Responsible school name: Primary school enrollment school name as it appears in Data Pipeline.

Scenario 3: BOCES that operate like programs and administer state assessments to students from MULTIPLE "Home" Colorado Districts. In this situation, the BOCES will be set up as a unique district in PAnext. BOCES and "home" districts will transfer students to this district through "Work Requests – Enrollment Transfer" in PAnext because CDE cannot identify the students from the information in Data Pipeline. CDE will set up a BOCES district with a dummy school within PAnext to use as the testing site. Districts and BOCES will work together to create a list of students who will test at the BOCES. The BOCES can use a SR/PNP file upload to update the responsible district and school code for students if it was changed in the transfer process. In this scenario, the testing district and school is different from the responsible district and school. In the SR/PNP file, student district and school data will be coded as follows:

- Testing district code: 4-digit official CDE BOCES code
- Testing district name: BOCES name
- Testing school code: 4-digit unofficial code (BBBB) assigned by Assessment Unit
- Testing school name: Official BOCES name with "testing site" added to end

- Responsible district code: “Home” district code as it appears in Data Pipeline
- Responsible district name: “Home” district code as it appears in Data Pipeline
- Responsible school code: Primary school enrollment school code as it appears in Data Pipeline
- Responsible school name: Primary school enrollment school name as it appears in Data Pipeline.

Out of District Testing Sites

There are cases where students may take state assessments at locations different from their home school districts but student scores should return to the home district. For example, a district may send special education students to a central location for testing. Or, online students may test in a district close to their residence but outside of the district of enrollment.

In situations like these, the testing site will be the district code of the testing site. Testing sites and “home” districts will transfer students to this district through a “Work Requests – Enrollment Transfer” in PAnext because CDE cannot identify the students from the information in Data Pipeline. Reporting and testing sites will work together to create a list of students that will test at the testing site. The testing district can use a SR/PNP file upload to update the responsible district and school code for students if it was changed in the transfer process. In this scenario, the testing school is different from the responsible school; and the testing district may also be different from the responsible district. In the SR/PNP file, student school data and district data (if needed) will be coded as follows:

- Testing district code: Testing district’s 4-digit CDE district code
- Testing district name: District name
- Testing school code: Testing district’s 4-digit CDE district code or 4-digit unofficial code if the site is a program
- Testing school name: Official testing school or testing program name
- Responsible district code: Official CDE “Home” district code
- Responsible district name: “Home” district name
- Responsible school code: Official CDE “Home” district code
- Responsible school name: “Home” school name.

Appendix B: Testing at District Run Programs

Some districts may test at district program sites within their district that do not have an official CDE school code. If the students are administered the test at the program site, there are two options for districts to use to help track and to test these students in PAnext.

Option 1: Assign the students to a unique testing group.

In this option, testing and responsible district and school codes are the same and represent the school of official student enrollment. In this option, the CMAS test administrator will need to be set up with permissions for the school of enrollment.

Option 2: Assign the students to a created/unofficial school site within the district.

In this option, testing/responsible district codes and the responsible school code represent the district and school of official student enrollment. The testing school code will be an unofficial code that represents a testing site. **To get a testing school unofficial code, districts need to contact the Assessment Unit.** When providing this code, districts should provide CDE with a name for the program to be used in the testing school name field. In this option, the CMAS test administrator will need to be set up with permissions for the unofficial testing site.

Table 5: Within Program Student Enrollment Information

SR/PNP Field	Option 1	Option 2
Testing District Code	Official enrollment code	Official enrollment code
Testing School Code	Official enrollment code	Unofficial code provided by CDE
Testing District Name	Official enrollment name	Official enrollment name
Testing School Name	Official enrollment name	Program name provided to CDE by district
Responsible District Code	Official enrollment code	Official enrollment code
Responsible School Code	Official enrollment code	Official enrollment code
Responsible District Name	Official enrollment name	Official enrollment name
Responsible School Name	Official enrollment name	Official enrollment name

Appendix C: Eligible Facilities and Division of Youth

Students placed out-of-district by a public agency (enrolled in eligible facilities) and incarcerated students (Division of Youth Corrections) will not have information in Data Pipeline. Therefore, CDE cannot pre-populate student data into PAnext. DACs for these eligible facilities and the Division of Youth Corrections must upload the full SR/PNP file layout into PAnext. DACs should follow the general guidance provided in the SR/PNP layout documentation for data file requirements (e.g. field lengths, valid values).

Table 6: Student Enrollment Information for Eligible Facilities and the Division of Youth Corrections

SR/PNP Field	Eligible Facilities	Division of Youth Corrections
Testing District Code	FFFF	8104
Testing School Code	Official school code	Official school code
Testing District Name	Facilities	Division of Youth Corrections
Testing School Name	Official school name	Official school name
Responsible District Code	FFFF	8104
Responsible School Code	Official school name	Official school name
Responsible District Name	Facilities	Division of Youth Corrections
Responsible School Name	Official school name	Official school name

Appendix D: Home School Students

Home school students taking the CMAS or CoAlt assessments will need to have a record in PAnext. However, home schooled student reporting data can be limited to the information in Table 7.

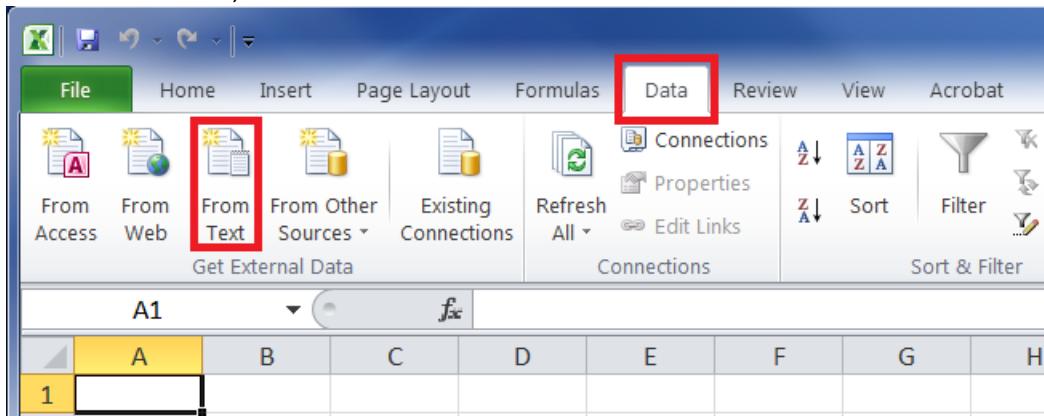
Table 7: Home School Student Enrollment Information

SR/PNP Field Name	Home School Valid Value	Comment
Testing District Code	Testing site official district code	Testing site information is needed to put student in a test session.
Testing School Code	Testing site official school code	
Testing District Name	Testing site district name as it appears in Data Pipeline	
Testing School Name	Testing site school name as it appears in Data Pipeline	
Responsible District Code	Same as testing district code	The vendor sends home school student reports to the district testing site. It is the district's responsibility to distribute these reports.
Responsible School Code	HHHH	Dummy code to indicate student is a home school student. This code will be used to exclude student from district and state reports.
Responsible School Name	Home schooled	
SASID	SASID or district generated ID	A CDE assigned SASID should be used for the student if available. If an official SASID is not available, then the SASID field should be populated with DDDDSSSS##, where 'DDD' represents the district and 'SSSS' represents the school.
Student Last Name	See SR/PNP layout	
Student First Name	See SR/PNP layout	
Student Middle Name	See SR/PNP layout	
Date of Birth	See SR/PNP layout	
Gender	See SR/PNP layout	
Grade	See SR/PNP layout	Note the grade level of the test the student is taking. For example, if a student is taking the 4 th grade social studies test, 'grade 4' should be entered in PAnext for that student.

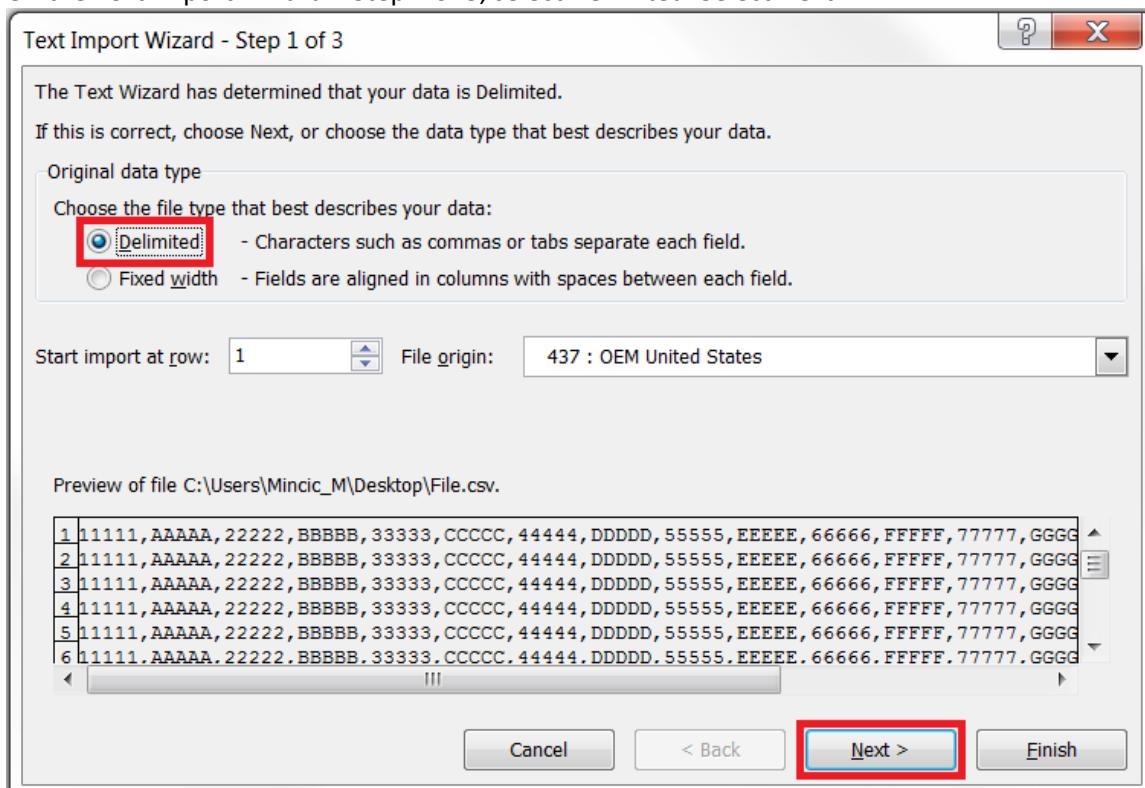
Appendix E: Importing a .csv File into Microsoft Excel

To retain the formatting of variables in a .csv file in Microsoft Excel, import all fields as text. Below are step-by-step instructions explaining how to complete this process.

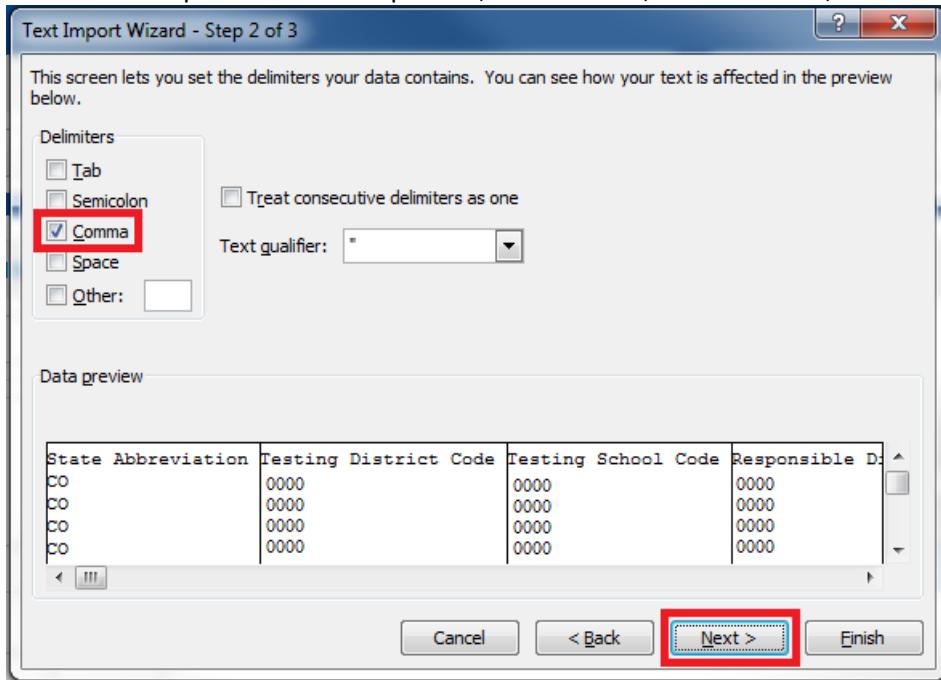
- 1) Open Microsoft Excel.
- 2) Select the Data tab, then select From Text.



- 3) An Import Text File window will appear. Locate the locally saved .csv file and select Open.
- 4) On the Text Import Wizard – Step 1 of 3, select Delimited. Select Next.

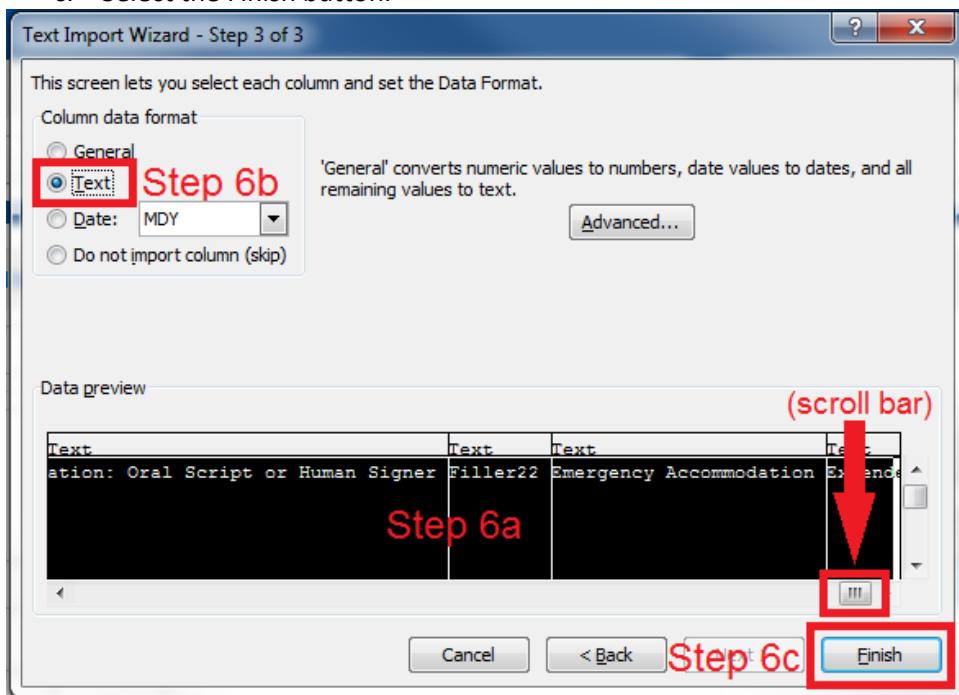


- 5) On the Text Import Wizard – Step 2 of 3, deselect Tab, select Comma, and then select the Next button.



- 6) On Text Import Wizard – Step 3 of 3,

- Highlight all the fields in the file. (Select the first column, hold down the Shift key on the keyboard, drag the scroll bar to the right, and select the last column to highlight all fields at once.)
- Once all fields are highlighted, select Text in the Column data format box.
- Select the Finish button.



- Save a working version of the file in Excel format.
- Make updates to the file using the Excel format.
- Before importing the updated file back to PAnext, save the file as .csv.
- Import the updated .csv file into PAnext.