Colorado Measures of Academic Success and Colorado Alternate:
Science and Social Studies
**Data Supplement**
Spring 2015

# Table of Contents

# 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 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 "How-To" instructions for SBD are located in the Assessment Unit Data Pipeline Manual. The current manual is posted on the Assessment Unit Assessment Trainings web page (http://www.cde.state.co.us/assessment/trainings).

This document only refers to the CMAS and CoAlt: Science and Social Studies Assessment programs. For convenience, CMAS will be used to refer to the CMAS: Science and Social Studies assessment and CoAlt will be used to refer to the CoAlt: Science and Social Studies assessment throughout this document.

## Definitions

**PearsonAccess** is the website used for student registration, test setup, administration preparation, and assessment and data management for both CMAS and CoAlt: Science and Social Studies. In order to use PearsonAccess, 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 User Guide* located at http://www.pearsonaccess.com/co > Support > Resources > Reference Guides.

**Student Data Upload (SDU)** refers to both the process of importing student data into PearsonAccess and the file layout used to import the data. The SDU Layout and sample SDU File Template are available at http://www.pearsonaccess.com/co > Support > Templates.

**Reverse Student Data Upload (RSDU)** refers to the process of exporting existing student data from PearsonAccess. The file layout of the RSDU is the same as the SDU. RSDUs can be used to update existing student data and import the updated information into PearsonAccess.

**Test Attempt Extract (TAE)/Test Attempt Update (TAU)** refer to both the process and the file upload used during the PearsonAccess post-test clean-up window.  The TAE/TAU Layout and sample TAE/TAU File Template are available at http://www.pearsonaccess.com/co > Support > Templates.

**Test Session** is a virtual data grouping of students in PearsonAccess. These students are grouped together within PearsonAccess for test management purposes. Each PearsonAccess test session consists of one grade level and one content area. Students must be placed in a scheduled PearsonAccess test session before they can log in to a test.

**User Interface (UI)** refers to the PearsonAccess 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 PearsonAccess

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

## Colorado Organizations within PearsonAccess

For each test administration, CDE provides Pearson with an organization (ORG) file containing official district names/codes and school names/codes. PearsonAccess uses this list to establish a permissions-based organizational hierarchy that restricts users from viewing or accessing data that is 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 organization file is also used to cross check any student information that is added to PearsonAccess 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 has not been uploaded to PearsonAccess.**

PearsonAccess uses two sets of district and school codes (Testing and Reporting):
- **Testing:** Testing District and Testing School are used to identify where testing occurs. The testing location will be the location at which the student takes the test.
- **Reporting:** Reporting District and Reporting School are used to identify where the vendor will send reports and how Assessment and Accountability will attribute scores in reports.

For most students, testing site codes will be the same as reporting 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 PearsonAccess 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
- Appendix E: Testing Students from Multiple Organizations at One Testing Site

# Section 2: Preparing Student Data for Assessment Administration

This section covers the steps, processes, and procedures involved in the preparation of student data for assessment administration.

## Student Demographic Upload (SDU) Upload

The CMAS and CoAlt: Science and Social Studies assessment program uses a SDU import process for creating/storing student demographic data in PearsonAccess, assigning appropriate test forms, ordering accommodated test forms and materials, gathering student accommodation information, and assigning students to test groups. A single file layout is used for both CMAS and CoAlt. For more detailed information about the file layout, see the SDU Layout available at http://www.pearsonaccess.com/co > Support > Templates.

**SDU Upload**
For the spring administration, CDE will complete an initial SDU upload to PearsonAccess from data that districts have submitted into Data Pipeline's Student Interchange.

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

**Data Management Activities in PearsonAccess**
The *PearsonAccess User Guide*, located at http://www.pearsonaccess.com/co > Support > Reference Guides, may be used for step-by-step directions to complete the following activities in PearsonAccess through the User Interface and/or a file import:
- Updating Student Enrollments
    - Adding New Student Enrollments
    - Editing Student Demographic Data
    - Moving Student Enrollment Data between Organizations*
    - Deleting Student Enrollment Data
- Registering Students
- Creating PearsonAccess Test Sessions
- Updating Student Data after Test Registrations and Session Assignment

*Contact Pearson Customer Service at 1-888-687-4759 to facilitate district-to-district movement of students and subsequent student registrations.

**Assigning Students to Special Online Forms**
Step-by-step directions for assigning students to the text-to-speech accessibility feature and accommodated online forms are found in the *PearsonAccess User Guide* or the *CMAS: Science and Social Studies Accommodations Supplement* (http://www.pearsonaccess.com/co > Support > Manuals and Documents).

**Importing the SDU export into excel**
Appendix F: Importing a .csv file into Microsoft Excel provides instructions that can be used to import the SDU export into Microsoft Excel.

## Close-out Procedures and Documentation in PearsonAccess

Districts will have two opportunities to clean up student information in PearsonAccess. Districts should perform the following activities within PearsonAccess.

**Initial Clean-up:** Prior to May 4, 2015. Districts should perform the following tasks in PearsonAccess.

- **Ensure that all registered students are assigned to a test session in PearsonAccess.** DACs and SACs should perform the steps outlined in Section 9.3.6.1 of the *PearsonAccess User Guide*.

- **Mark Complete all PearsonAccess 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. DACs and SACs should perform the steps outlined in Section 9.4.1 of the *PearsonAccess User Guide*.

- **Stop all PearsonAccess 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 in Section 9.4.2 of the *PearsonAccess User Guide*.

- **Update used accommodation fields in PearsonAccess.** DACs and SACs can perform this task through the PearsonAccess UI. Steps for this process are outlined in Section 9.2.2.2 in the *PearsonAccess User Guide*.

- **Update all the demographic fields in PearsonAccess**. This update should include the non-required fields that will be used for reporting. DACs and Student Enrollment user roles can perform this task. Fields can be updated via an SDU upload or through the PearsonAccess User Interface (Section 9.2.2.1 in the *PearsonAccess User Guide*).

- **Update Invalidation Codes**. DACs, SACs, and Student Enrollment users can update invalidation codes via the PearsonAccess UI. (See directions below: **Update Invalidation Codes through the PearsonAccess User Interface**)

**Final PearsonAccess Clean-up:** May 11 – May 12, 2015. Districts should update any remaining temporary SASIDs and confirm or enter invalidation codes as necessary.
- DACs and Student Enrollment users can download a Test Attempt Extract and update temporary SASIDs and invalidation codes.
  - ○ **Downloading a Test Attempt Extract,** and **Uploading a Test Attempt Extract File to PearsonAccess** in Section 4 of this document, provide instructions on how to extract and upload the TAE/TAU to PearsonAccess.
  - ○ **Appendix F: Importing a .csv file into Microsoft Excel** provides instructions that can be used to import the TAE file into Microsoft Excel.
- DACs, SACs, and Student Enrollment users can update student demographic information used in reporting through the PearsonAccess UI (Section 9.2.2.1 in the *PearsonAccess User Guide*).

## Student Biographical Data Review

May 15 – May 22, 2015

The purpose of the CMAS and CoAlt: Science and Social Studies Student Biographical Data (SBD) review is to allow districts the opportunity to verify the accuracy of the demographic data submitted for each student in PearsonAccess. This is completed for students who have their district coded as the Reporting District. The review process takes place in CDE's Data Pipeline System after the assessment window closes and before final results are made available.

The SBD review is not a mandatory process. Districts may choose to participate or to not participate in the SBD process. State and Federal accountability reporting (including school and district performance framework ratings, Title III AMAOs, 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 or AMAO appeals 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 SBD Manual posted on the Assessment Unit Trainings website: http://www.cde.state.co.us/assessment/trainings
- File Layouts can be found on the Data Pipeline Website: http://www.cde.state.co.us/datapipeline/cmascoaltsciencesocialstudiessbd

# Section 3: Test Invalidation Codes and Descriptions

With the exceptions of code '00' (DEFAULT: Student Record to be Scored) and code '99' (State Use 2), student records with invalidation codes will not receive assessment scores. Table 1 provides a brief overview of the CMAS and CoAlt: Science and Social Studies invalidation codes. More detailed guidance on each code is included after the table.

Table 1: Invalidation Codes

| Code | Field Name |
|------|------------|
| 00 | DEFAULT: Student Record to be Scored |
| 01 | Took Other Assessment |
| 02 | Interrupted and Not Completed |
| 03 | Withdrew Before Completion |
| 04 | Test Refusal (Student) |
| 05 | Non-approved Accommodation |
| 06 | Misadministration |
| 07 | District Education Services |
| 08 | Part Time Public and Part Time Home School Student |
| 97 | State Use – Attempt Not Met *(District Cannot Assign)* |
| 98 | State Use 1/Parent Refusal |
| 99 | State Use 2 *(District Cannot Assign without CDE Approval)* |

**DEFAULT: Student Record to be Scored: '00'**
The invalidation code field is automatically defaulted to '00'. Invalidation Code '00' identifies students who tested in all sections of a content area and for whom a different invalidation code is not applicable.
- This is the default value for student records uploaded to PearsonAccess.
- The Contractor will apply attemptedness rules to student records identified as '00'. Records without enough responses to meet attemptedness criteria (i.e., the number of questions to which a student must respond in each test section in order to receive a score) will be recoded as '97' (State Use – Attempt Not Met).

**Took Other Assessment: '01'**
Invalidation Code '01' should be used to identify students who took another assessment or who have duplicate registrations or attempts.

When a student has records for multiple assessments in one content area (e.g., one CMAS record and one CoAlt record), this invalidation code should be used to indicate which record should not be scored or counted.
- If a student should have only a CoAlt record, then the CMAS record should be invalidated with this code. The CoAlt record will remain as the student's assessment of record.
- If a student should have only have a CMAS record, then the CoAlt record should be invalidated with this code. The CMAS record will remain as the student's assessment of record.

This invalidation code can also be used to identify duplicate/multiple test assignments or test attempts for a student. For example, if a student has three records in PearsonAccess, this reason should be used to identify the two records that should not appear in the final score file. If you are not sure which record should be coded as '01', contact CDE.

**Interrupted and Not Completed: '02'**
Invalidation Code '02' should be used if you do not want a student to receive a score because the student was present at the start of a test section/unit but had to stop testing prior to completion due to unforeseen circumstances.
- Use this code if the student could not complete testing in a make-up session or within the allotted testing window.
- This code should only be used for true test attempts that were unable to be completed. This code should not be used for absent students. Students who are absent for all testing should be left blank or coded as '00'.

Invalidation Code '97' (State Use – Attempt Not Met) will automatically be applied in the final student data file for absent students who do not meet attemptedness criteria.

Note: This code should be used if the district does not want the student to receive a score because the student was not able to complete the full test (e.g., a student became ill during Section/Unit 3 after answering 10 questions but could not complete the section/unit during a make-up session).

**Withdrew Before Completion: '03'**
Invalidation Code '03' should be used only for students who withdrew from the district prior to completing the assessment and for whom one of the following conditions is also met:
- The student record was not transferred to the new district.
- The student withdrew from Colorado public schools (e.g., moved to another state).

Note: Students who withdraw from a district after completing the assessment should be coded as '00' (DEFAULT: Student Record to be Scored). Records for students who withdraw from a district after completing testing should remain in the district in which the student was tested.

**Test Refusal (Student): '04'**
Invalidation Code '04'should be used to indicate that a **student** refused to take the test. (Use code '98' for parent refusals.)

**Non-approved Accommodation: '05'**
Invalidation Code '05' should be used to indicate that an accommodation was used during testing that was not documented in the student's IEP, 504 or EL plan, or that was not approved for use during the assessment. Students who received a non-approved accommodation will not receive a score.

**Misadministration: '06'**
Invalidation Code '06' should be used if a misadministration has occurred. A misadministration occurs when a security or administration standardized procedure has been violated and/or when the validity of a student's test score cannot be assured. No score will be produced.

Some examples are:
- 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 allowing the possibility of a breach
    - Loses secure test materials prior to testing, or is at any time unable to account for the location of test materials allowing the possibility of a breach
    - Does not provide a student with a critical accommodation needed to access the test
    - Clarifies any test items for students

**District Education Services: '07'**
Invalidation Code '07' should be used to identify students who are unable to test due to one of the following conditions:
- The student is homebound due to illness or injury (not discipline) and is receiving instruction through district educational services but is unable to test; or
- The student may be unable to complete or participate in the statewide assessments due to a documented, significant, and **fully incapacitating** medical emergency that extends across the entire (or remaining) test window.

In order to qualify for special consideration, the incident or condition must be so severe as to prevent 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.

**Part Time Public and Part Time Home School Student: '08'**
Invalidation Code '08' should be used to identify students with part-time district and part-time home school status.
- Students for whom the Part Time Public and Part Time Home School Student invalidation code is assigned will not receive a score. If a district would like to have a score generated for a part-time home school student but does not want the score to be included in district or school reports, the following coding should be applied:
  - Invalidation Code = '00' (DEFAULT: Student Record to be Scored)
  - Reporting District Code = District Code where test was administered
  - Reporting School Code = HHHH

**State Use – Attempt Not Met: '97' (Not for District Use)**
State Use Code '97' is reserved for state use and should <u>not</u> be selected by districts.
- The code will be automatically applied to any student record with an invalidation code of '00' (DEFAULT: Student Record to be Scored) that does not meet the established attemptedness criteria (i.e., the number of questions to which a student must respond in each test section in order to receive a score). Students who do not meet the attemptedness criteria will be identified in the final student data file.

**State Use 1/Parent Refusal: '98'**
State Use 1/Parent Refusal Code '98' should be used when a district has documentation that **parents** refused to allow their child to test.

**State Use 2: '99'**
State Use 2 Code '99' is reserved for state use. Districts may not use this code without permission from CDE's Assessment Unit.

## Update Invalidation Codes through the PearsonAccess User Interface

Only tests in **Completed** or **Marked Complete** status may be invalidated. If a test needs to be invalidated but is still in a testing status, it will need to be marked complete **by the SAC, DAC, or Student Enrollment personnel**. It takes the PearsonAccess system a **few minutes** to process that the test is no longer in a testing status; however, once the system recognizes that the test has been "completed" (i.e., either in **Completed** or **Marked Complete** status on the **Session Details** screen), the option to indicate an invalidation code will appear.

**To invalidate a student's test assignment through Manage Test Sessions:**

1) Log in to PearsonAccess.

2) Select the **Test Management** tab.

3) Select the **Manage Test Sessions** task.

4) Search for the student by selecting the **Students** radio button on the **Manage Test Sessions** screen.
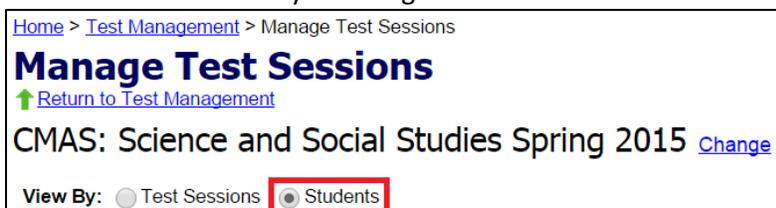
5) Select the name of the session on the **Manage Test Sessions** results screen.

| View By: ○ Test Sessions ● Students | | | | | |
|---|---|---|---|---|---|

**Results: 1-1 of 1**

Hide Search    Clear All Filters

| Student Name | starts with | | |
| Middle Initial | starts with | | |
| Test | is | < Select > |
| Session Name | starts with | | |
| SASID | starts with | T000906231 |
| Group | starts with | | |

☐ Show All Students

**Search**

| ☑ Student Name | ☑ Test | ☑ Session Name | ☑ SASID starts with: T000906231 | ☑ Group |
|---|---|---|---|---|
| SAMPLE, AA | CMAS Grade 4 Social Studies | MC Test | T000906231 | GRADE 4 |

6) Select the student's name on the **Session Details** screen.

View By: ● Students in the Session  ○ Session Health

Clear All Filters          **0 Selected Students**          **1 Students In Session**

Resume Test | Undo Test Submit | Mark Test Complete | Add Students | Remove | Move

| ☐ ☑ Student Name | ☑ SASID | ☑ Group | ☑ Status  Refresh | | Form/Form Group Type |
|---|---|---|---|---|---|
| ☐ SAMPLE, AA | T000906231 | GRADE 4 | **Marked Complete** | View Progress | CMAS Grade 4 Social Studies - 015S |

7) Select **Edit** in the corner of the **Student Test Details** screen.

Change History | Edit | Go back to Session Detail

8) Select the **Invalidation Code** from the drop-down menu.



9) Select **Save** in the corner of the **Student Test Details** screen.



10) From the confirmation screen, select **Go back to Student Test Details** to confirm that the appropriate code was selected. Update if needed.



11) Repeat steps 2 through 10 for any other tests that need to be invalidated.

To invalidate a student's test assignment through the **Register Students** screen:

1) Log in to PearsonAccess.

2) Select the **Test Management** tab.

3) Select the **Register Students** task.

4) Search for the student by selecting the **Registered Students** radio button on the **Register Students** screen.



5) Select the student's name on the **Register Students** results screen.



6) From the **Student Registration Record** screen, select the **Assigned Tests** tab.



7) Select the name of the test that needs to be invalidated on the **Assigned Tests** screen.

8) Select **Edit** on the **Student Test Details** screen.



9) Select the **Invalidation Code** from the drop-down menu.
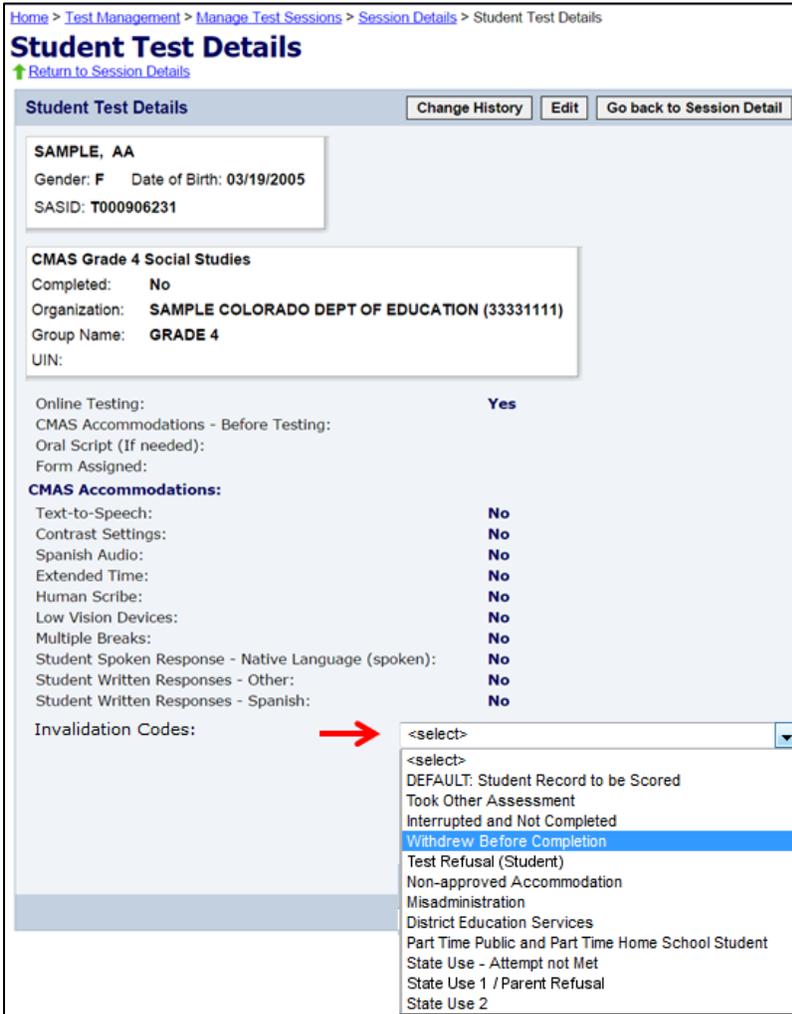


10) Select **Save** in the corner of the **Student Test Details** screen.
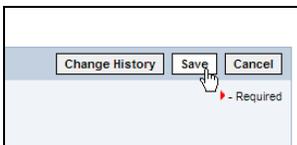


11) From the confirmation screen, select **Return to Assigned Tests**.
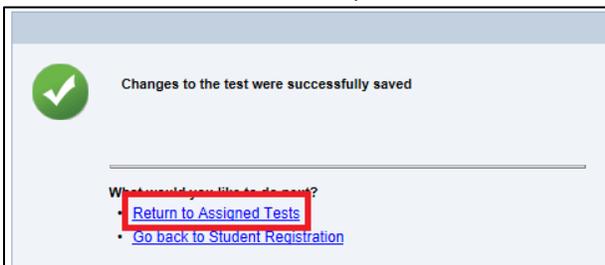


12) Repeat steps 2 through 11 for any other tests that need to be invalidated.

# Section 4: Test Attempt Extract/Test Attempt Upload

The following steps should be taken to extract and upload the Test Attempt file from May 11 – 12, 2015.

## Downloading a Test Attempt Extract

To download a test attempt extract from PearsonAccess:

1) Log in to PearsonAccess.

2) Select the **Test Management** tab.

3) Select the **Register Students** task.

4) On the **Register Students** page, select the **Registered Students** radio button and then the **Request Attempt File** button.
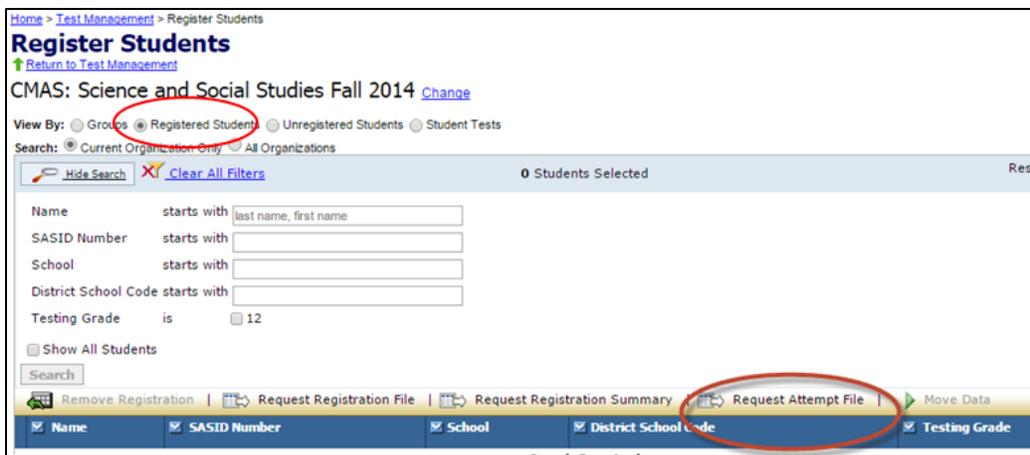


5) Select **"Yes - Continue with Request"** on the next screen.
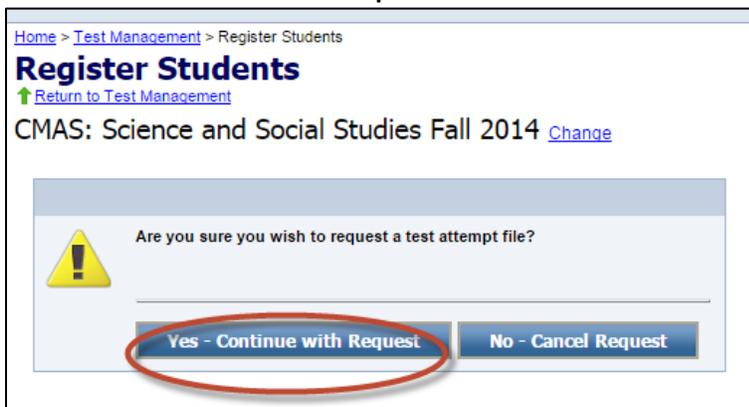


6) PearsonAccess will send an email when the file is ready for downloading.

7) To download the file, select the **Test Results** tab in PearsonAccess.
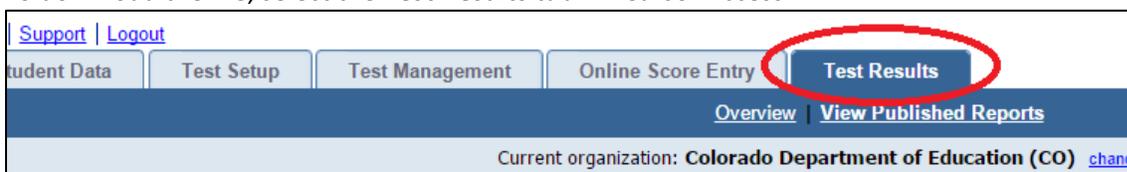
8) Select the **View Published Reports** task.



9) Select the name of your organization.



10) Select the Test Attempt Extract.

## Uploading a Test Attempt Extract File to PearsonAccess

To upload an updated Test Attempt Extract into PearsonAccess:

1) Log into PearsonAccess.

2) Select the **Student Data** tab.

3) Select **Test Attempt Update.**
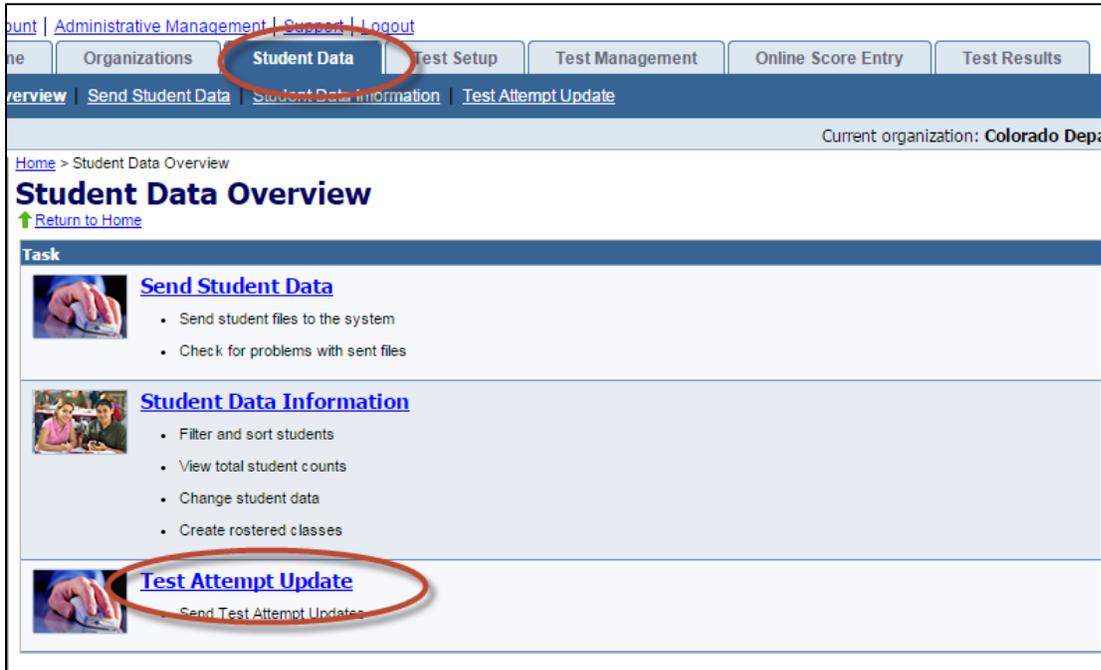


4) In the **Test Attempt Update** window,
   a. Select **browse** to locate the file to be uploaded.

   Select **send** to upload the file to PearsonAccess.
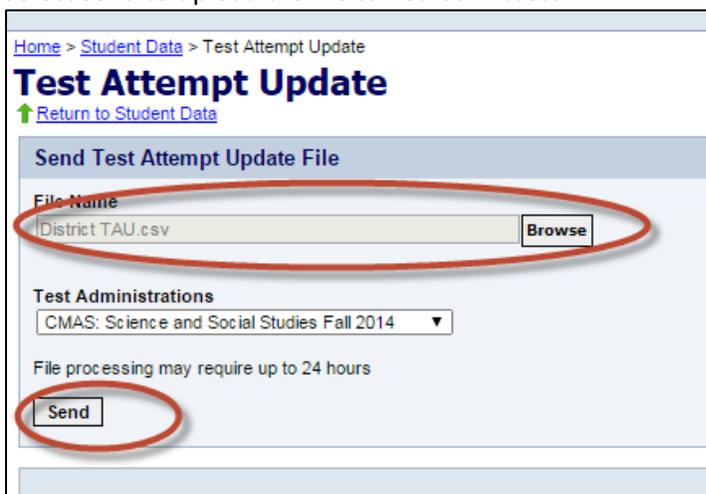
# Appendix A: BOCES and Out of District Testing Sites

## 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/CoAlt: Science and Social Studies assessment programs.

**Scenario 1: BOCES that operate schools that have a 4 digit CDE school codes and the school is the students' primary school of enrollment.** In this situation, the BOCES follow the same procedures as a regular school district in PearsonAccess. CDE will upload information for the BOCES as part of the pre-ID upload. In this scenario, the testing and reporting district and school are the same.  In the SDU 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
- Reporting District Code: 4 Digit BOCES code as it appears in Data Pipeline
- Reporting District Name: BOCES Name as it appears in Data Pipeline
- Reporting School Code: School Code as it appears in Data Pipeline
- Reporting 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 Pearson Access. 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 reporting district and school. In the SDU 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 Dummy Code (BBBB) assigned by Assessment Unit
- Testing School Name:  Official BOCES name with "testing site" added to end
- Reporting District Code: "Home" District Code as it appears in Data Pipeline
- Reporting District Name: "Home" District Code as it appears in Data Pipeline
- Reporting School Code:  Primary School Enrollment School Code as it appears in Data Pipeline
- Reporting 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 PearsonAccess. BOCES and "home" districts will work with CDE/Pearson to move students to this district because CDE cannot identify the students from the information in Data Pipeline. CDE will set up a BOCES district with a dummy school within Pearson Access to use as the testing site. Districts and BOCES will work together to create a list of students who will test at the BOCES. BOCES will contact CDE/Pearson with this list to have the students moved from the "home" districts to the BOCES district. In this scenario, the testing district and school is different from the reporting district and school. In the SDU, 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 Dummy Code (BBBB) assigned by Assessment Unit
- Testing School Name:  Official BOCES name with "testing site" added to end

- Reporting District Code: "Home" District Code as it appears in Data Pipeline
- Reporting District Name: "Home" District Code as it appears in Data Pipeline
- Reporting School Code: Primary School Enrollment School Code as it appears in Data Pipeline
- Reporting 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.

**Scenario A: A testing site that administers assessments to students from <u>one</u> home district.** In this situation, the testing site follows the same procedures as a regular public school located within a Colorado School Districts District in Pearson Access. Using the same process used to assign school level user roles to the regular public schools in the districts, the "home" district will assign testing site staff user roles to a testing site "school" within their district. CDE will set up a "testing site school" within the district but will not be able to pre-populate students enrolled in the BOCES schools based on information in Data Pipeline. Home 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 are different from the reporting district and school. In the SDU layout, student district and school data will be coded as follows:
- Testing District Code: Testing site 4 Digit official CDE district Code
- Testing District Name:  Testing site District Name
- Testing School Code: Testing site 4 Digit official CDE district Code or 4 digit dummy code if the site is a program
- Testing School Name: Testing site Official School  or program name
- Reporting District Code: Official CDE "Home" District Code
- Reporting District Name: "Home" District Name
- Reporting School Code:  Official CDE "Home" District Code
- Reporting School Name: "Home" School Name

**Scenario B: A testing site that administers assessments to students from <u>multiple</u> home districts.** In this situation, the testing site will be the district code of the testing site. Testing sites and "home" districts will work with CDE/Pearson to move students to the testing district because CDE cannot identify the students from the information in Data Pipeline. Districts and testing sites will work together to create a list of students that will test at the testing site. Testing sites will contact CDE/Pearson with this list to have the students moved from the "home" districts to the testing district. In this scenario, the testing district and school are different from the reporting district and school. In the SDU file, student district and school data 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 dummy code if the site is a program
- Testing School Name: Official testing school or testing program name
- Reporting District Code: Official CDE "Home" District Code
- Reporting District Name: "Home" District Name
- Reporting School Code: Official CDE "Home" District Code
- Reporting 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 test these students in PearsonAccess.

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

In this option, testing and reporting 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 dummy school site within the district.

In this option, testing/reporting district codes and the reporting school code represent the district and school of official student enrollment. The testing school will be a dummy code that represents a testing site. **To get a testing school dummy 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 dummy testing site.

Table 2: Within Program Student Enrollment Information

| SDU Field | Option 1 | Option 2 |
|---|---|---|
| **Testing District Code** | Official enrollment code | Official enrollment code |
| **Testing School Code** | Official enrollment code | Dummy 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. |
| **Reporting District Code** | Official enrollment code | Official enrollment code |
| **Reporting School Code** | Official enrollment code | Official enrollment code |
| **Reporting District Name** | Official enrollment name | Official enrollment name |
| **Reporting 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 PearsonAccess. District Assessment Coordinators for these Eligible Facilities and Division of Youth Corrections must upload the full SDU file layout into Pearson Access. DACS should follow the general guidance provided in the SDU layout documentation for data file requirements (e.g. field lengths, valid values).

Table 3: Student Enrollment Information for Eligible Facilities and Division of Youth Corrections

| SDU Field | Eligible Facilities | Division of Youth Corrections |
|---|---|---|
| Testing District Code | FFFF | YYYY |
| 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 |
| Reporting District Code | FFFF | YYYY |
| Reporting School Code | Official School Name | Official School Name |
| Reporting District Name | Facilities | Division of Youth Corrections |
| Reporting School Name | Official School Name | Official School Name |

# Appendix D: Home School Students

Home school students taking the CMAS or CoAlt: Science and Social Studies assessments will need to have a record in PearsonAccess. However, home schooled student data can be limited to the information in Table 4.

Table 4: Home School Student Enrollment Information

| SDU 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 | |
| **Reporting 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. |
| **Reporting 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. |
| **Reporting 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 used, then the SASID field should be left blank and PearsonAccess will assign a system generated ID that will be used for testing. |
| **Student Last Name** | See SDU layout | |
| **Student First Name** | See SDU Layout | |
| **Student Middle Name** | See SDU Layout | |
| **Date of Birth** | See SDU Layout | |
| **Gender** | See SDU Layout | |
| **Grade** | See SDU Layout | Use the district's standard definition for classifying the grade level. This should align to the test the student is administered. For example a student taking 4th grade Social Studies should be registered as grade 4. |

# Appendix E: Testing Students from Multiple Organizations at One Testing Site

Online schools may work together to locate testing sites. Students from multiple districts are testing at one site and are being monitored by one or more trained Test Administrators. Student information should be coded within PearsonAccess according to the table below.

Table 5: Multiple Organizations Student Enrollment Information

| SDU Field Name | Valid Value |
|---|---|
| Testing District Code | Official enrollment code |
| Testing School Code | Official enrollment code |
| Testing District Name | Official enrollment name |
| Testing School Name | Official enrollment name |
| Reporting District Code | Official enrollment code |
| Reporting School Code | Official enrollment code |
| Reporting District Name | Official enrollment name |
| Reporting School Name | Official enrollment name |

Using this coding, the official enrollment districts will maintain and update the student records in PearsonAccess. Within each school, test sessions should be created with names that help identify the testing location. The Test Administrator will be assigned user permissions for all of the schools that are testing at their locations. During testing, the Test Administrator will need to monitor multiple test sessions running concurrently in PearsonAccess. Figure 1 outlines this set-up. The figure shows two districts that send one school to a common location.

Figure 1: CMAS Online Test Administration at One Location for Students from Multiple Districts



**Students from District A/School A**
- Testing and reporting data coded as the official enrollment district/school in PearsonAccess.

**Students from District B/School A**
- Testing and reporting data coded as the official enrollment district/school in PearsonAccess.

**Test Administrator**
- Monitors multiple concurrent test sessions.
- Assigned Test Administrator user role for all schools testing in sessions.

**District**
- Assigns the test administer permissions for school that enrolls students.
- Maintains official student enrollment data.

# Appendix F:  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".  The instructions below provide a step by step on how to complete this process.

1) Open Excel.

2) Select the **Data** tab and select **From Text**.
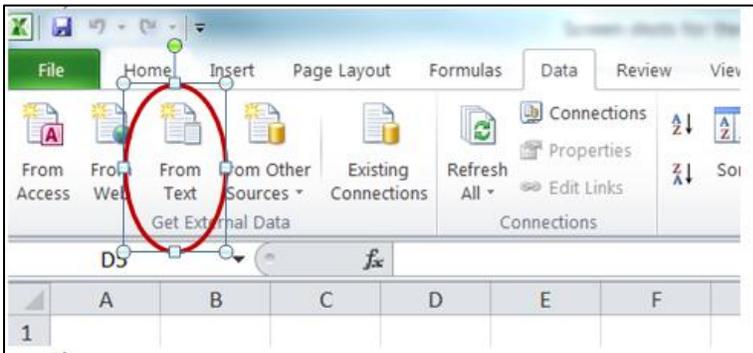


3) On the **Text Import Wizard – Step 1 of 3**, select **Delimited** and then the **Next** button.
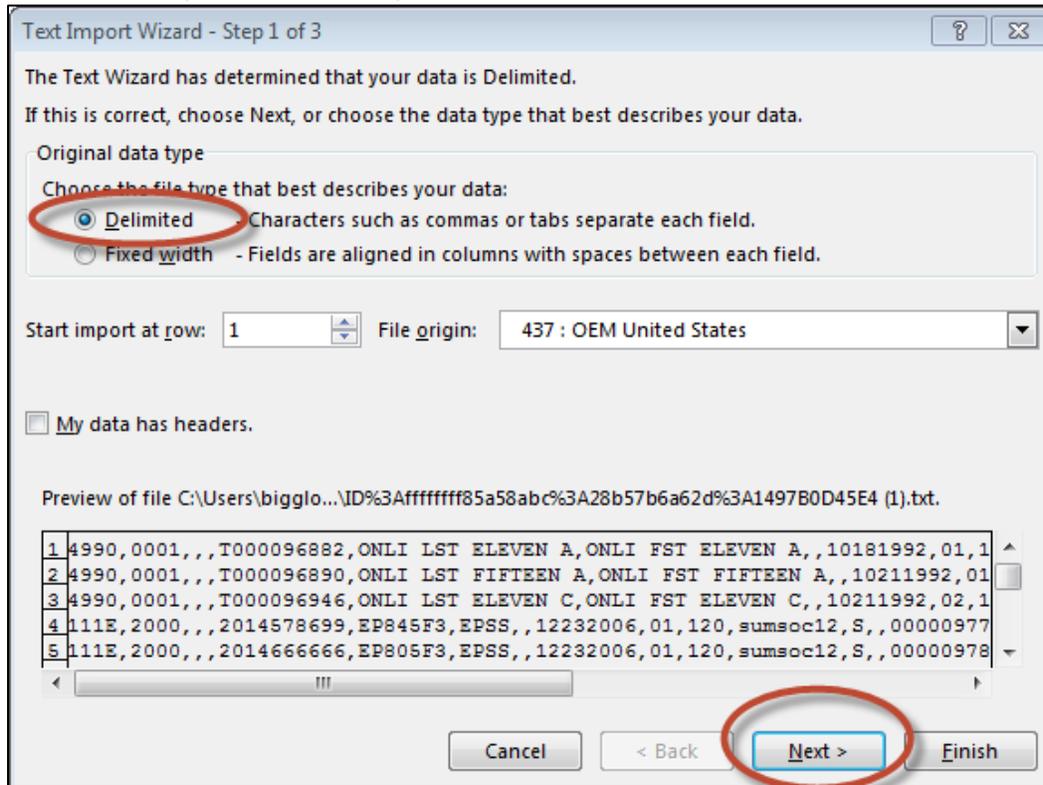
4) On the **Text Import Wizard – Step 2 of 3**, select **Comma** and then the **Next** button.
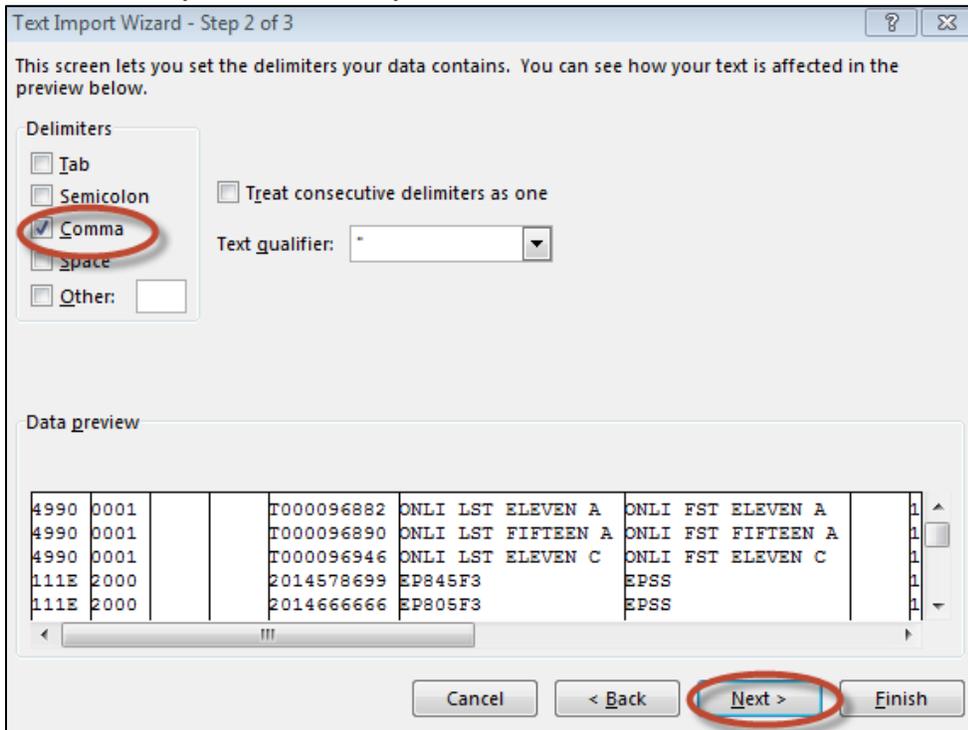


5) On **Text Import Wizard – Step 3 of 3**,
   a. Highlight all the fields in the file. (Select the first column, hold down shift, and drag the cursor to the right to highlight all fields at once.)
   b. Once all fields are highlighted, select **Text** in the **Column data format** box.

6) Select the **Finish** button.
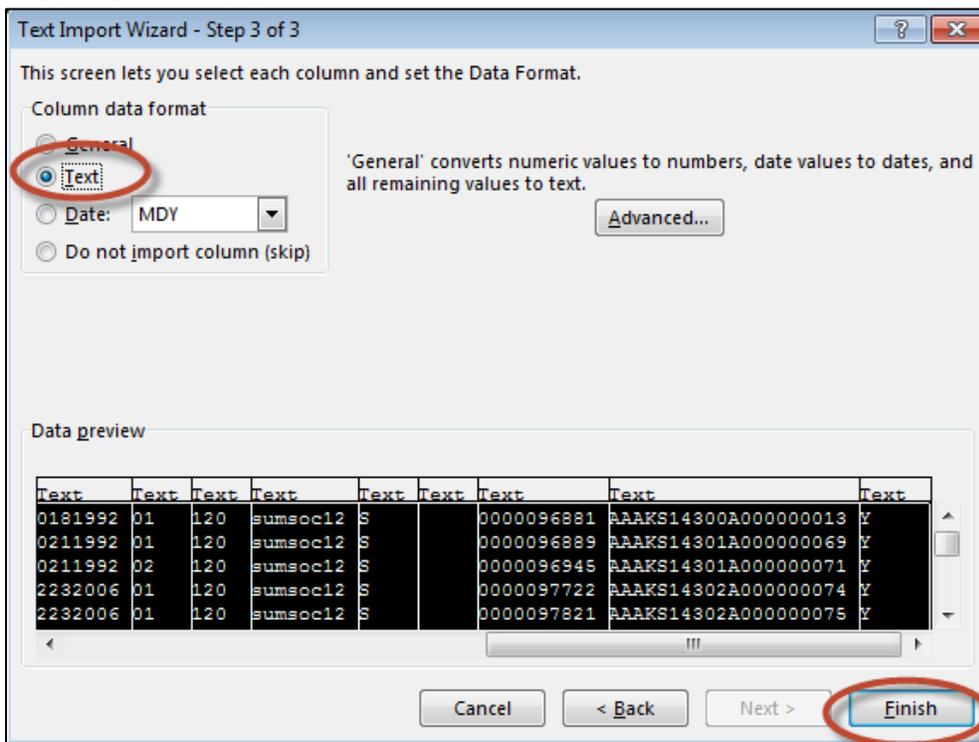


7) Save a working version of the file in excel format.
8) Make updates to the file using the excel format.
9) Before uploading back to PearsonAccess, save the file as .csv.