

FY22 Period A Assessment Checklist

Change Log

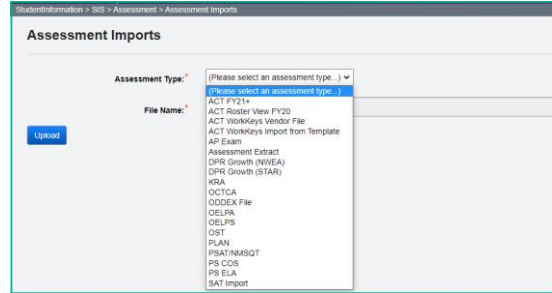
Date	Section Number/Name	Change Description
6/17/22	CTE Student Assessment (GY-OCTCA)	Updated the file import type
4/18/22	ACT Assessments (AC)	Added a Note to indicate that the import file will need to be updated manually after v.21.3 due to the vendor sending out results files that do not match their layout
12/3/21	KRA – Kindergarten Readiness Assessment (GO)	Updated reminder 6
9/27/21		Document creation for FY22

Table of Contents

Assessment Imports	3
Period A - Assessment Reporting	7
KRA – Kindergarten Readiness Assessment (GO)	8
Preschool ELA Assessment (GB).....	10
Preschool COS (Childhood Outcome Summary) (GM)	12
NGA – Next Generation Assessment (GN).....	14
EOC – End of Course Assessment (GE)	16
Alternate Assessment (AASCD), High School (GX)	21
Alternate Assessment (AASCD), Grades 3-8 (GA)	23
ACT Assessments (AC)	24
SAT Assessments (SA).....	27
International Baccalaureate Assessments (IB)	29
Advanced Placement Assessments (AP).....	30
OELPA (GF)	31
CTE Industry Credentials (GW).....	33
CTE Student Assessment (GY – OCTCA)	35
DPR Growth (GD) replaced by Renaissance STAR	37
ACT WorkKeys (WK).....	38
Run reports to verify assessment data	40
Verify Student Assessment and correct errors	41
Transfer Student Assessment Records to the Data Collector	42

Assessment Imports

The chart below includes all the available assessment imports and pertinent data to each.



Import Name	Assessment Type	Status	File Layout Required
ACT FY21+	ACT	Current	.CSV
ACT Roster View FY20	ACT	Not Used FOR FY20 RESULTS	.CSV
ACT WorkKeys Vendor File	ACT WorkKeys	Current	.CSV
ACT WorkKeys Import from Template	ACT WorkKeys	Current	.CSV
AP Exam	AP Exams	Current	.CSV
Assessment Extract	Assessment Import File (various assessments)	Current	.CSV
DPR Growth (NWEA)	Aka DPR Growth, DORP or NWEA Assessment (MAP) No longer reported to ODE EMIS	Current	.csv Combo File Format
DPR Growth (STAR)	DPR Growth STAR	Current	.CSV
KRA	KRA	Current	.CSV
OCTCA	WebXam; CTE Student Assessment; OCTCA	Current as of 18.2.0 Release NOT USED FOR FY20 RESULTS	.CSV
ODDEX File	ACT, AP Exam, PS ELA, CTE Technical (OCTCA), DPR Growth, End of Course, Industry Credential, International Baccalaureate, KRA, NGA, OELPA, OGT, PS COS, SAT, Student Achievement (grades 3-8 alt. assessment), WorkKeys	Current	.txt
OELPA	OELPA	Current	.txt
OELPS	OELPS fka ELPA21 Screener (This assessment is not reported to EMIS but can be	Current	.CSV

	loaded to StudentInformation)		
OST	Next Generation Assessment, End of Course Assessment, Alternate Assessments (AASCD)	Current	.txt
PLAN	PLAN (pre-ACT) Scores; This import was for the PLAN which is now the Pre-ACT, and has not been updated for the pre-ACT values	Not Used	.txt
PSAT/NMSQT	Preliminary SAT/National Merit Scholarship Qualifying Test	Current	.xlsx
PS COS	Preschool COS	Current	.csv
PS ELA	Preschool ELA	Current	.csv
SAT Import	SAT	Current	.csv

StudentInformation > SIS > Assessment > Assessment Imports

The assessment import tries to match the students in StudentInformation with the results from the import file. Assessment imports use different matching criteria depending on the assessment type. Refer to the ProgressBook StudentInformation Assessment Guide for details on the matching criteria used for each assessment.

Reminders for Importing:

1. The district must be in context.
2. Navigate to the page and use the drop-down list to select the type of assessment being imported.
3. Test Date – if importing OCTCA, OELPA, PS ELA or KRA results, there will be an additional prompt for the date of the assessment.
4. Browse – browse for the vendor file.
5. Upload – Once you have selected the assessment type and the file, upload the results. This may take a few minutes depending on the number of student records in the import file. Once the upload is complete, a message details how many records were successfully uploaded and indicates student records can be verified by clicking **View Import Management**.

6. If an import file is reloaded, or if a different import file is loaded for the same assessment type, any records for the same student with the same test date and test type will overwrite the existing data in the assessment maintenance page.
EXCEPTION: The ACT and the SAT will not overwrite any files already loaded and a duplicate record with the following date will be created. This is due to the required reporting for 'day dates' since the import files do not include an actual day date.
7. When importing files obtained from ODDEX, be sure to use the ODDEX File import selection regardless of the test type.
8. When importing files obtained from an Assessment Extract from another district, be sure to use the Assessment Extract import selection regardless of the test type.

Assessment Import Management

StudentInformation > SIS > Assessment > Assessment Import Management

The assessment import management screen shows the results of each assessment import in three separate tabs:

- Unmatched records – records imported but not yet assigned to a student
- Matched records – records imported and assigned to a student
- Errors – records that were not imported because of stated errors

The screenshot shows the 'Assessment Import Management' interface. At the top, there is a breadcrumb trail: 'StudentInformation > SIS > Assessment > Assessment Import Management'. Below this, the title 'Assessment Import Management' is displayed, followed by a sub-header: 'From this screen, you can manage assessment import records that have a building IRN accessible through the school and school year in context.' There is an 'Import:' dropdown menu showing 'Mar 06 2020 08:57-AM -' and an 'Import Another File' button. Below the button are three tabs: 'Unmatched Records', 'Matched Records', and 'Errors'. A message states: 'The following records have been imported and matched to a student in StudentInformation, new test records have been created.' Below this message is a table with the following data:

Line No.	File Student Name	Test	File BirthDate	File Bld. IRN	File Dist. IRN	Matched Dist. IRN	Matched Std. No.	Matched Student Name	Matched BirthDate	Records
1	[REDACTED]	EndCrse	Apr 01, 2003	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Apr 01, 2003	1
2	[REDACTED]	EndCrse	Apr 01, 2003	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Apr 01, 2003	1
3	[REDACTED]	EndCrse	Apr 01, 2003	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Apr 01, 2003	1

If the appropriate import file does not display in the import field, click 'Import Another File' to return to the assessment imports screen to import the desired file.

Refer to the ProgressBook StudentInformation Assessment Guide for more details on the Import, and the Unmatched Records, Matched Records and Errors tabs.

ODDEX File Imports

When utilizing files that have been obtained from ODDEX to import using the ODDEX File option, remember the following:

1. ODDEX will permit you to obtain records using either the SSID or the EMIS ID. Be aware, the import into StudentInformation will NOT import files with the EMIS ID. It must be the SSID.
2. Import file contains and matches on the student's SSID (from tblStudentEMISFS)
3. If the record in the import file does not have an SSID that matches in the district, the record will not import.
4. The Test Date on the record in the import file will be the Test Date imported.
5. Records from multiple years will import to the appropriate school year.
6. ACT Record has a 'day date'; day dates of 00 will default day value to 01
7. Records already in the assessment maintenance page will be overwritten if the import contains a record with the same date (except for ACT and SAT), in that instance a duplicate is created with the next date.
8. ACT WorkKeys – if a district loads the 'Scale Scores' instead of the 'Level Scores' those are the scores in ODDEX. Then when importing those scores into StudentInformation, the Grad Points Summary does not correctly reflect the actual 'Points' in the Workforce Readiness field.

Period A - Assessment Reporting

Collection Window A is used for assessment reporting. At specific points in the school year, ODE will issue a manifest for each assessment they wish to collect. The FA Assessment Record transfer will be used for all assessment types. Some of these assessments will be required to be reported during other reporting periods as well (Period G), but this checklist is referring to all assessment reporting during Period A.

Districts are required to report one record per student for each student assessment type/subject area assessment date combination. Therefore, if a given assessment has multiple areas/subjects, multiple Student Assessment Records will be required to be reported.

FA Student Assessment includes:

- AC – ACT Assessment
- AP – AP Exam
- GB – Preschool ELA Assessment
- GF – OELPA
- GM – Preschool Child Outcome Summary (COS)
- GO – KRA
- GW – CTE Industry Credential
- GY – CTE Student Assessment (OCTCA)
- IB – International Baccalaureate
- SA – SAT
- WK – Workkeys
- GD – DPR Growth STAR
- GE – End of Course Exam
- GN – Next Generation Assessment
- GA – Alternate Assessment, Grades 3-8
- GX – Alternate Assessment, High School

KRA – Kindergarten Readiness Assessment (GO)

The KRA assessment includes ways for teachers to measure a child’s school readiness. All students enrolled on the first day of school through November 1st must have an assessment record reported to EMIS, except for students in their second year of kindergarten. This assessment has the following components which are required to be reported:

ASSESSMENT AREA CODE	ASSESSMENT AREA CODE DESCRIPTION
LL	Language Literacy
M	Mathematics
PD	Physical Development
SF	Social Foundation
OISR	Overall Individual Student Report

VALID OPTIONS FOR THIS ASSESSMENT		
SCORE	SCORE NOT REPORTED	ACCOMMODATIONS
000-999, *** (Scaled Score)	*, A, B, C, D, E, F, H, J, K, R, S	**, NO, Y3

VALID OPTIONS FOR THIS ASSESSMENT	
ASSESSMENT WINDOW	ASSESSMENT DATE REPORTED
Fall	July – Nov.

ASSESSMENT IMPORT AVAILABLE	Yes – KRA Import	.csv Format
-----------------------------	------------------	-------------

Reminders:

1. Be sure to use the **correct test date** (not the date the records are being loaded) when loading the import file.
2. When manually adding a KRA record, be sure to select the correct test date as the valid Assessment Area Codes are selected based upon the testing date.
3. Records for students who were required to take the test, but did not test will need to be added manually.
4. Districts required to report: Traditional, STEM, community schools and state organizations. Assessments taken at the ESC or County Board of DD are to be shared with the district of residence who is responsible for reporting.
5. KRA results should not be reported for John Peterson and Autism Scholarship students.
6. Retained kindergarten students are not required to take the KRA and districts are not to submit a KRA record for those retained students.
7. The Error Bands (LLSE – Language Literacy Error Band; MSE – Mathematics Error Band; PDSE – Physical Development Error Band; and SFSE – Social Foundation Error Band) are not required for EMIS reporting. Whether importing the assessment results or manually adding them, these scores can continue to be included on the KRA Assessment Maintenance page, however, they will not be included in the transfer file to the data collector.

8. Kindergarten students that have an English learner designation of other than ‘**’ are required to take the KRA.

Assessment Date: 10/1/2021

Subject	Score Not Reported	Accommodations	Score
Language Literacy	*	NO	275
Language Literacy - Error Band	*	NO	9
Mathematics	*	NO	281
Mathematics - Error Band	*	NO	6
Physical Development	*	NO	275
Physical Development - Error Band	*	NO	12
Social Foundations	*	NO	292
Social Foundations - Error Band	*	NO	10
Overall Individual Student Report	*	NO	280

Preschool ELA Assessment (GB)

Preschool students who need an ELA record reported:

If a child is funded using Early Childhood Education (ECE) Grant funds, the entity receiving the funding from the Ohio Department of Education is required to report the Early Learning Assessment data. This rule supersedes all other PS ELA reporting rules. The entity receiving ECE Grand funding and therefore reporting the ELA may be a traditional district, a JVSD, a community school or an Educational Service Center (ESC).

For children who are not funded using ECE Grant funds and who receive any Preschool Special Education services, the district of residence is required to report the student's Preschool ELA data. Any district educating a preschool special education student may also report.

For children receiving special education services or Early Childhood Education Grant funds (or both), the ELA scores should be reported two times per year, once in the fall and once in the spring.

ASSESSMENT AREA CODE	ASSESSMENT AREA CODE DESCRIPTION
AEE	Awareness and Expression of Emotion
COMM	Communication
COOP	Cooperation with Peers
CSM	Coordination – Small Motor
NBSN	Number Sense
PCT	Personal Care Tasks
PLR	Phonological Awareness
RWA	Relationships with Adults
SFIP	Safety and Injury Prevention
VOC	Vocabulary

SCORE	SCORE NOT REPORTED	ACCOMMODATIONS
A, B, C, D, E, 1, 2, 3, 4, 5, *** (Progression Score)	*, A, B, D, F, H, J, R, S	**, NO, Y3

VALID OPTIONS FOR THIS ASSESSMENT	
ASSESSMENT WINDOW	ASSESSMENT DATE REPORTED
Fall	Aug. – Nov.
Spring	Feb. - May

ASSESSMENT IMPORT AVAILABLE	Yes – PS ELA	.csv Format
(MUST OBTAIN IMPORT FILE FROM ODDEX)	Yes – ODDEX File	.txt Format

Reminders:

1. **Note: A score of ‘N’ on the results document should be reported as: Score ‘***’; and Score Not Reported ‘S’. A score of ‘NE’ on the results document should also be reported as: Score ‘***’; and Score Not Reported ‘S’.**
2. When adding or importing Preschool ELA records, be sure to select the date the assessment was given, not the date you are entering the record.
3. Manually enter records for students who did not test using a Score Not Reported reason.
4. When manually entering Preschool ELA records, data must be entered for each area of the Assessment before the record will save. For each manually added record, update the Accommodations value, Score Not Reported value, and test score, if needed.
5. When importing the PS ELA import file, students who have received a scores of ‘E – Exempted’ will receive an error message on the Assessment Import Management page under the Errors tab. These records are not created and must be created manually as the application cannot determine the appropriate Score Not Reported reason to be used.

Subject	Score Not Reported	Accommodations	Score
Awareness and Expression of Emotion	S	NO	---
Relationships with Adults	*	NO	4
Cooperation with Peers	S	NO	---
Phonological Awareness	*	NO	3
Communication	*	NO	4
Vocabulary	*	NO	4
Number Sense	*	NO	5
Coordination - Small Motor	*	NO	2
Safety and Injury Prevention	*	NO	2
Personal Care Tasks	*	NO	4

Preschool COS (Childhood Outcome Summary) (GM)

All preschool students with a disability are required to be assessed using the Childhood Outcome Summary (COS) assessment instrument. The COS is a record of progress on specific outcomes as required by federal law.

The assessment date can be anytime during the school year; however, not all results are reported to ODE. Over the course of enrollment in preschool, the data reported should include information about when the child entered preschool special education and when the child exited preschool special education. Every preschool special education student must have at least one COS assessment record reported per school year. For any child who enters and exits preschool special education services in the same school year with 6 months or more between entry and exit, two COS assessment records should be reported (once at entry and once at exit).

The resident district is required to report the COS assessment records for students enrolled in these programs.

ASSESSMENT AREA CODE	ASSESSMENT AREA CODE DESCRIPTION
E	Social Emotional Skills
EPRG	Social Emotional Skills Progress
K	Acquiring and Using Knowledge and Skills
KPRG	Acquiring and Using Knowledge and Skills Progress
T	Taking Appropriate Action to Meet Needs
TPRG	Taking Appropriate Action to Meet Needs Progress

SCORE	SCORE NOT REPORTED	ACCOMMODATIONS
Social Emotional Skills, Acquiring and Using Knowledge and Skills, Taking Appropriate Action to Meet Needs – Scores of 1-7, ***	*, A, B, D, F, J, R	**
Related Progress Assessment Areas – Scores of F, N or Y, ***	*, A, B, D, F, J, R	**

VALID OPTIONS FOR THIS ASSESSMENT	
ASSESSMENT WINDOW	ASSESSMENT DATE REPORTED
Year-Round	Jan. – Dec.

ASSESSMENT IMPORT AVAILABLE	Yes – PS COS	.csv Format
-----------------------------	--------------	-------------

Reminders:

1. Records for students who were required to take the test, but did not test will need an assessment record added manually.
2. Same-aged, typically developing peers enrolled in the same preschool special education program may also be assessed but these scores will not be reported in EMIS.
3. At the present time, there is no vendor results file for this assessment. Districts can access a Preschool COS Template under the Analytics Hub (StudentInformation/Local/Analytics Hub) in the EMIS>EMIS Assessment section, which will populate with the preschool students who have a disability code of '16'. Districts can then enter the student scores onto the template. The completed template can then be imported through the Assessment Import using the PS COS assessment import option.
4. The Student Assessment Extract can be used to create an import file for the home districts. You (typically ESC) can limit the students whose PS COS records should be included in the file, and forward the extract to the home district. The home district can then use the Assessment Imports, Assessment Type: Assessment Extracts, and import the file into their district in order to report the PS COS records that were taken at another district.

StudentInformation > SIS > Student > Assessment > Preschool COS

Preschool COS Assessment Record

From this screen, you can display, add, change and delete data pertaining to a student's Preschool COS assessment results.

[Add Preschool COS Record](#)

		Test Date	Test Part	Score Not Reported	Score	Progress
		Sep 15, 2021	Acquiring and Using Knowledge and Skills	*	4	N
		Sep 15, 2021	Positive Social Emotional Skills	*	3	F
		Sep 15, 2021	Taking Appropriate Action to Meet Needs	*	6	Y

NGA – Next Generation Assessment (GN)

The NGA assessment is administered to students in Grades 3-8.

ASSESSMENT AREA CODE	ASSESSMENT AREA CODE DESCRIPTION
M	Mathematics
R	Reading (3 rd grade only)
S	Science (5 th and 8 th grades only)
ELA	English Language Arts

VALID OPTIONS FOR THIS ASSESSMENT		
SCORE	SCORE NOT REPORTED	ACCOMMODATIONS
000-999, ***	*, A, B, C, D, E, F, H, I, J, K, N, P, 5	**, NO, Y1, Y2, Y3

VALID OPTIONS FOR THIS ASSESSMENT		
ASSESSMENT WINDOW		ASSESSMENT DATE REPORTED
Fall	3 rd Grade ELA only	November
Spring	Test windows vary depending upon grade level, subject area, online or paper testing	April regardless of actual test date
Summer	3 rd Grade ELA only	July

ASSESSMENT IMPORT AVAILABLE	Yes – OST Import	.txt Format
-----------------------------	------------------	-------------

Reminders:

1. An assessment record will need to be added manually for students who were required to take the test but did not test.
2. Every third-grade student must also have a Reading Promotion score record reported, even if they did not test. If the student did not test, but was required to test, an assessment record will also need to be added for the Reading Promotion assessment with a Score Not Reported reason. When manually adding records for students who did not assess on the Reading Promotion assessment, the Grade 3 Reading Promotion Status field can be left blank. The result of leaving it blank is that the 'Latest Third Grade Reading Promotion Status' value on the FN Attributes tab will not be updated by this selection.
3. Students who are not enrolled in a grade level 3-8 tested subject area due to being enrolled in a course for high school credit instead, are not required to take the test for this grade level but would take the EOC assessment for that course instead. Example, 8th grade students taking Algebra I for high school credit instead of 8th grade math.

Add Assessment Result

Period of Test:* Spring
 Fiscal Year of Test:* 2022
 Building of Test:* 021709 - Lucas Elementary School
 Grade at Time of Test:* 03 - Third Grade
 Assessment Area:* 03ELA - 03 English Language Arts
 Required Test Type:* STR - Standard
 Score Not Reported:* * - Option Not Applicable, Student took Test
 Accommodations:* NO - Student did not receive accommodations on the STR test or took ALT
 Score:* 642
 Performance Level: 4 - Accelerated

Add Assessment Result

Period of Test:* Fall Block
 Fiscal Year of Test:* 2022
 Building of Test:* 021709 - Lucas Elementary School
 Grade at Time of Test:* 03 - Third Grade
 Assessment Area:* 03REA - Grade 3 Reading Promotion
 Required Test Type:* STR - Standard
 Score Not Reported:* * - Option Not Applicable, Student took Test
 Accommodations:* NO - Student did not receive accommodations on the STR test or took ALT
 Score:* 42
 Grade 3 Reading Promotion Status: No - Student does not meet reading promotion score

EOC – End of Course Assessment (GE)

Students who began 9th grade on or after July 1, 2014 are required to take End of Course (EOC) exams. Additionally, students who are accelerated and taking courses for which an EOC exam is offered will be required to take the EOC exam in that subject area.

There is no separate alternate assessment for each EOC exam. If a student is eligible to participate in an alternate assessment per the Alternate Assessment for Students with Significant Cognitive Disabilities (AASCD) Participation Guidelines, a proficient score in each of the assessed content areas – English Language Arts, Mathematics, Science and Social Studies, may be used in lieu of attaining the required minimum composite score on the EOC exams for graduation requirement. [See Alternate Assessment (AASCD), High School (GX) in the next section of this documentation.]

The traditional district, STEM district, JVSD, community school or state organization in which the student is enrolled when the test is taken is responsible for reporting the results.

Substitute Tests for Science, American History or American Government

1. Advanced Placement
2. International Baccalaureate
3. College Level Courses

College Credit Plus (CCP) courses or approved AP/IB tests, in the subject area, will satisfy the end-of-course graduation test requirement for **American History, American Government and Biology**. The college course grade earned under College Credit Plus or AP/IB test scores **may earn** graduation points in place of the end-of-course tests.

Once the AP and IB assessments are reported to ODE for these areas, ODE will calculate the number of points earned towards graduation points based on the score received on the assessment. An EOC record is not entered in Student Information to report points earned for AP & IB exams.

It is important to note, while students can earn graduation points for College Credit Plus coursework and AP/IB test scores in biology, **districts must administer the biology end-of-course tests to all students to satisfy federal testing requirements.**

Students completing a College Credit Plus course in American History or American Government will not need to sit for the end-of-course tests in the subject area and may earn graduation points based on the letter grade in the course.

There are **no College Credit Plus/AP/IB substitutions** for mathematics or English Language Arts.



Note: Please refer to the Student Information Graduation Points EUG for additional information pertaining to how the assessments are applied toward the required graduation points.

THE FOLLOWING PROVIDES THE DATES WHEN COURSES WERE AVAILABLE FOR THE FIRST TIME		
Fall 2014	Spring 2015	Fall 2015
Algebra I	Physical Science	Biology
Geometry	American History	
English Language Arts I	American Government	
English Language Arts II	Integrated Math I & II	

There are multiple options for students to meet the requirements for the EOC assessment without taking the EOC assessment. For some students, these 'points' may have been earned in prior years. If your district has not reported EOC Assessment records for students meeting the criteria below, those records need to be created and reported. Please see examples EOC examples of how to report an EOC with Score Not Reported reason of W, X and Y in *examples (1), (2), (3) and (4) below*.

When entering records for the above situations, the records should include one of the following Score Not Reported reasons:

- W – Assessment Score Not Reported because student received graduation credit for assessment area due to course completion prior to end of course assessment availability; Number in score field represents number of graduation points earned
- X – Assessment Score Not Reported because student received graduation credit for assessment area due to completion of a dual credit course; Number in score field represents number of graduation points earned
- Y – Student transferred in from **out of state or from homeschooling** with course already completed; number of required graduation points reduced.
- 2 - Assessment score not reported because student received graduation credit for alternative Non-Public school EOC assessment prior to public district enrollment; Number in score field represents number of graduation points earned

Example (1) Course taken for high school credit prior to Assessment availability:

Student took Biology for high school credit in the 14/15 school year, prior to the assessment being available. The Fiscal Year of the test value should be the fiscal year in which the student completed the course. Student Received an 'A' for the course. (This example would also apply for students who took courses as follows: Junior (11th) grade student took an Algebra I course for High School Credit in 13/14 as an 8th grader.

The EOC was not yet available. The values would simply be the ones that apply to the 8th grader's situation.) The following values should be entered for this record:

Field	Value
Period of Test	Spring or Spring Block
Fiscal Year of Test	2015
Building of Test	Building student was in
Grade at Time of Test	9 th
Required Test Type	STR
Assessment Area	Biology
Score Not Reported	W
Accommodations	**
Score	5
Performance Level	5

Example (2) Graduation credit received for completion of dual credit course (CCP):

Junior (11th) grade student took a CCP American/United States Government Course receiving both college and high school credit in 16/17. The Student received a 'C' in the course. The Score or graduation points for a 'C' in this course equate to a '4' based College Credit Plus Course Grade chart.

Field	Value
Period of Test	Spring
Fiscal Year of Test	2017
Building of Test	Building student was in
Grade at Time of Test	11 th
Required Test Type	STR
Assessment Area	American/United States Government
Score Not Reported	X
Accommodations	**
Score	4
Performance Level	4

Example (3) Student transferred in from *out of state or home school*:

Junior (11th) grade student moved to Ohio from another state. The student completed Algebra I in another state and may have or may not have taken some type of end of course assessment. The Score Not Reported Option Y is to be used for these students. The values should be reported for the year the student completed the course in the other state.

Field	Value
Period of Test	Spring
Fiscal Year of Test	2016
Building of Test	***** - IRN not disclosed
Grade at Time of Test	10 th
Required Test Type	STR

Assessment Area	Algebra I
Score Not Reported	Y
Accommodations	**
Score	***
Performance Level	Any – This is not reported

Example (4) Student received graduation credit for alternative Non-Public school EOC assessment prior to public district enrollment:

Sophomore (10th) grade student transferred into a public school from a Non-Public school. His freshman year at the Non-public took an Algebra I and the Iowa Test. He scored a 275 which is equal to '3').

Field	Value
Period of Test	Spring
Fiscal Year of Test	2018
Building of Test	*****
Grade at Time of Test	9 th
Required Test Type	STR
Assessment Area	Algebra I
Score Not Reported	2
Accommodations	**
Score	3
Performance Level	3

ASSESSMENT AREA CODE	ASSESSMENT AREA CODE DESCRIPTION
ALG1	Algebra I
BIOL	Biology
ELA1	English Language Arts I
ELA2	English Language Arts II
GEOM	Geometry
GOVM	American/United States Government
HIST	American/United States History
MTH1	Mathematics I
MTH2	Mathematics II
PHYS	Physical Science

VALID OPTIONS FOR THIS ASSESSMENT		
SCORE	SCORE NOT REPORTED	ACCOMMODATIONS
000-999, *** Scaled Score or Grad Points where required	*, A, B, C, D, E, F, G, H, I, J, P, W, X, Y, 2, 5	**, NO, Y1, Y2, Y3

ASSESSMENT WINDOW		ASSESSMENT DATE REPORTED
Fall Block	November – January	December regardless of actual Test Date
Spring Regular	March – May	April regardless of actual Test Date
Spring Block	March – May	May regardless of actual Test Date (ODE has indicated they may be accepting April dates for this window also)
Summer	July	July

ASSESSMENT IMPORT AVAILABLE	Yes – OST Import	.txt Format
-----------------------------	------------------	-------------

Reminders:

1. Records for students who were required to take the test, but did not test will need to be added manually. This includes certain students who received credit for the test but did not take the test.
2. All prior year EOC records will be included in the FY22 transfer file to ODE for EMIS reporting. Districts need to make sure they have manually added records for students with a Score Not Reported reason that have also received graduation points, even if those records are for past years, and if those records have not been previously entered.
3. EOC records are not entered for students taking the alternate assessments.

Add Assessment Result

Period of Test*: Spring

Fiscal Year of Test*: 2022

Building of Test*: 021717 - Lucas High School

Grade at Time of Test*: 09 - Ninth Grade

Required Test Type*: STR - Standard

Assessment Area*: ELA2 - English Language Arts 2

Score Not Reported*: * - Option Not Applicable, Student took Test

Accommodations*: NO - Student did not receive accommodations on the STR test or took ALT

Score*: 622

Performance Level: 5 - Advanced

Create Cancel

Alternate Assessment (AASCD), High School (GX)

The Alternate Assessment results are available to the districts in an OST assessment record format from the testing company.

ODE will calculate the number of graduation points to be awarded for each alternate assessment taken as a '3' when the alternate assessment score is reported as well as a Special Education Grad Requirement (FE) record.

ASSESSMENT AREA CODE	ASSESSMENT AREA CODE DESCRIPTION
C	Social Studies
M	Mathematics
R	Reading
S	Science

VALID OPTIONS FOR THIS ASSESSMENT		
SCORE	SCORE NOT REPORTED	ACCOMMODATIONS
000-999, *** Scale Score	*, A, B, C, D, E, F, H, I, J, K, , S, W, 5	NO

VALID OPTIONS FOR THIS ASSESSMENT	
ASSESSMENT WINDOW	ASSESSMENT DATE REPORTED
Spring	February - March

ASSESSMENT IMPORT AVAILABLE	Yes – OST Import	.txt Format
-----------------------------	------------------	-------------

Reminders:

1. Records for students who were required to take the test, but did not test will need to be added manually.
2. When using the import to load these records, the Accommodations value should be imported as part of the record.
3. If applicable, be sure to update the Special Education Grad Records (FE) to indicate if the student is exempted from the consequences of not passing a specific assessment.
4. The district where the student was enrolled at the time of testing is responsible for reporting the results.
5. Reading and Writing were combined as an ELA assessment, so we only report the Reading Assessment Score for this assessment, and W is no longer reported.

OGT and Alternate Assessment Scores

From this screen, you can display, add, change and delete data pertaining to a student's ohio graduation test results.

Building IRN - Spring Test Administration:	021709 - Lucas Elementary School
Test Type:*	ALT - Alternate
Part:*	MATH - Math
Test Date:*	03/01/2022
Grade at Time of Test:*	09
Accommodations:	NO - Student did not receive accommodations on the STR test or took ALT
Score Not Reported:	* - Option Not Applicable, Student took Test
Scaled Score:	328
Raw Score:	***
Required for Graduation:	*
Overall Performance Level:	
Re-report Time Period:	
Transferred From IRN:	-

Alternate Assessment (AASCD), Grades 3-8 (GA)

The Alternate Assessment results are available to the districts in an OST assessment record format from the testing company.

ASSESSMENT AREA CODE	ASSESSMENT AREA CODE DESCRIPTION
M	Mathematics
R	Reading
S	Science

VALID OPTIONS FOR THIS ASSESSMENT		
SCORE	SCORE NOT REPORTED	ACCOMMODATIONS
000-999, *** Scaled Score	*, A, B, C, D, E, F, H, I, J, K, S, 5	No

VALID OPTIONS FOR THIS ASSESSMENT	
ASSESSMENT WINDOW	ASSESSMENT DATE REPORTED
Spring (Alternate Only)	February – March

ASSESSMENT IMPORT AVAILABLE	Yes – OST Import	.txt Format
-----------------------------	------------------	-------------

Reminders:

1. Records for students who were required to take the test, but did not test will need to be added manually.
2. When using the import to load these records, the Accommodations value should automatically be updated to NO.
3. The district where the student was enrolled at the time of testing is responsible for reporting the results.

Student Information > SIS > Student > Assessment > Student Achievement

Student Achievement

From this screen, you can display, add, change and delete data pertaining to student achievement records.

Building IRN - Spring Test Administration: 021709 - Lucas Elementary School

Test Grade/Type*: 4th Ach - Alternate

Part*: MATH - Math

Test Date*: 03/01/2022

Grade at Time of Test*: 04

Accommodations: NO - Student did not receive accommodations on the STR test or took ALT

Score Not Reported: * - Option Not Applicable, Student took Test

Scaled score: 322

Raw score: ***

Save Save and New Cancel

ACT Assessments (AC)

A 'day' date value is reported with the ACT in addition to the month and year.

ASSESSMENT AREA CODE	ASSESSMENT AREA CODE DESCRIPTION
Reading	R
Mathematics	M
Writing (optional)	W
English	ENG
Science	S

SCORE	SCORE NOT REPORTED	ACCOMMODATIONS
000-999, *** Scale Score	*, A, B, C, D, E, F, H, I, J, K, L, 3, 4, 5	**

VALID OPTIONS FOR THIS ASSESSMENT	
ASSESSMENT WINDOW	ASSESSMENT DATE REPORTED
Year-Round	Jan. – Dec. (Include day date)

ASSESSMENT IMPORT AVAILABLE		
ACT FY21+	Yes	.csv Format
(MUST OBTAIN IMPORT FILE FROM ODDEX)	Yes – ODDEX File	.txt Format

NOTE: The v.21.3 release will update the import process for the ACT FY21+ to include updates to the values for specific fields. The Vendor layout indicates that StRnk should be the value in the CR and CS column headers, but instead the files are being sent with Strnk. **Users will need to update the CR and CS column headers that contain Strnk_ to StRnk_ to import the results file.**

Reminders:

1. All prior year ACT records will be included in the transfer file to the Data Collector.
2. ACT (American College Testing Assessment) results are available for download from ACT in an electronic format and the districts must contact ACT for details. The import file for ACT results needs to be in a .csv format.
3. For the ACT Writing score to be included in the Transfer file to the Data Collector, the score must be in the Writing Subject Score field. (Writing is no longer required.)
4. ACT Import now imports multiple ACT assessments within the same month. Ex., if a student took the ACT twice in February, the first record will import with a date

of 2/1/XX and the second record will import with a date of 2/2/XX. Both records are then included in the transfer file to the Data Collector.

5. If the same ACT record is imported multiple times, duplicates will be created. This will cause EMIS reporting issues.
6. If a student didn't take all the required subjects for the ACT that are needed as an End of Course assessment replacement, the student needs two separate ACT records to be added:
 - a. One should contain the scores for the parts the student took. This record should also have a Score Not Reported value of '*'.
 - b. The second record should represent the parts they were required to take but did not. The score value should be '***' for the parts not taken. Then the Score Not Reported value should be a value other than '*' that indicates the reason the student didn't take these test parts.
 - c. When adding two separate records, they will need to have two different dates, ex. February 2 and February 3, or they will be seen as duplicates by the Data Collector.

ACT (American College Testing Assessment):

Student Information > SIS > Student > Assessment > ACT

ACT Scores

From this screen, you can display, add, change and delete data pertaining to the ACT.

Testing Date:

Score Not Reported:

Test Location:

Accommodations:

Composite Score:

Mathematics Score:

Mathematics I (Pre-Algebra/Elementary Algebra) Sub Score:

Mathematics Intermediate Algebra/Coordinate Geometry Sub Score:

Mathematics I (Plane Geometry/Trigonometry) Sub Score:

Science Score:

SLBM Score:

SLBM National Norms:

English Score:

English Usage/Mechanics Sub Score:

English Rhetorical Skills Sub Score:

Reading Score:

Reading Social Studies/Science Sub Score:

Reading Arts/Literature Sub Score:

Combined English/Writing Score:

Writing Test Sub Score:

Essay Comments:

English Language Arts (ELA) Score:

English Language Arts (ELA) National Norms:

Writing Subject Score:

Writing Domain Score: Ideas and Analysis:

Writing Domain Score: Development and Support:

Writing Domain Score: Organization:

Writing Domain Score: Language Use and Conventions:

Writing National Norms:

Understanding Complex Text:

Progress toward Career Readiness:

SAT Assessments (SA)

All prior year records will also be included in the transfer file. The SAT Subject Scores are not EMIS reportable, so they are not available in the transfer file.

A 'day' date value is reported with the SAT in addition to the month and year.

ASSESSMENT AREA CODE	ASSESSMENT AREA CODE DESCRIPTION
Reading	R
Mathematics	M
Writing	W

SCORE	SCORE NOT REPORTED	ACCOMMODATIONS
000-999, *** Scale Score	*, A, B, C, D, E, F, H, I, J, K, L, 3, 4, 5	**

VALID OPTIONS FOR THIS ASSESSMENT	
ASSESSMENT WINDOW	ASSESSMENT DATE REPORTED
000-999, *** Scale Score	Jan. – Dec. (Include day date)

ASSESSMENT IMPORT AVAILABLE		
SAT Import	Yes	.csv Format

Reminders:

1. The SAT Reasoning scores are the SAT records reported to ODE. The SAT Subject scores are not reported to ODE.
2. If the same SAT record is imported multiple times, duplicates will be created. This will cause EMIS reporting issues.
3. If a student didn't take all the required subjects for the SAT that are needed as an End of Course assessment replacement, the student needs two separate SAT records to be added:
 - a. One should contain the scores for the parts the student took. This record should also have a Score Not Reported value of '*'.
 - b. The second record should represent the parts they were required to take but did not. The score value should be '***' for the parts not taken. Then the Score Not Reported value should be a value other than '*' that indicates the reason the student didn't take these test parts.
 - c. When adding two separate records, they will need to have two different dates, ex. February 2 and February 3, or they will be seen as duplicates by the Data Collector.

SAT (The Scholastic Aptitude Test - Reasoning)

StudentInformation > SIS > Student > Assessment > SAT Reasoning Test

SAT Reasoning Test Scores

From this screen, you can display, add, change and delete data pertaining to the SAT Reasoning Test.

Testing Date: *

Grade at Time of Test: *

Score Not Reported: *

Pre - 2016 SAT Reasoning Scores

Critical Reading Score:

Math Score:

Writing Score:

Writing Multiple-Choice Sub Score:

Essay Sub Score:

Redesigned SAT Reasoning Scores

Evidence-Based Reading and Writing Section Score:

Math Section Score:

Reading Test Score:

Writing and Language Test Score:

Math Test Score:

Analysis in Science Cross-Test Score:

Analysis in History/Social Studies Cross-Test Score:

Words in Context Subscore:

Command of Evidence Subscore:

Expression of Ideas Subscore:

Standard English Conventions Subscore:

Heart of Algebra Subscore:

Passport to Advanced Mathematics Subscore:

Problem Solving and Data Analysis Subscore:

Essay Reading Subscore:

Essay Analysis Subscore:

Essay Writing Subscore:

Total SAT Score:

SAT (The Scholastic Aptitude Test - Subject)

StudentInformation > SIS > Student > Assessment > SAT Subject Tests

SAT Subject Test Scores

From this screen, you can display, add, change and delete data pertaining to the SAT Subject Tests.

Subject Test: *

Testing Date: *

Grade at Time of Test: *

Score: *

International Baccalaureate Assessments (IB)

ASSESSMENT AREA CODE	ASSESSMENT AREA CODE DESCRIPTION
	See Chapter 2.8.1 Assessment Area Codes of the EMIS Manual for a complete list

SCORE	SCORE NOT REPORTED	ACCOMMODATIONS
1-7 Scale Score	*	**

VALID OPTIONS FOR THIS ASSESSMENT	
ASSESSMENT WINDOW	ASSESSMENT DATE REPORTED
IB	Nov. & May

ASSESSMENT IMPORT AVAILABLE	
IB	No

Reminders:

1. A complete listing of the Assessment Areas for this assessment can be found in the EMIS Manual, Chapter 2.8.1, Student Assessment Record.

International Baccalaureate (IB)

Only IB Program Assessment will be collected. Please refer to the IBO.org website.

StudentInformation > SIS > Student > Assessment > International Baccalaureate (IB)

International Baccalaureate (IB)

From this screen, you can display, add, change and delete data pertaining to International Baccalaureate (IB).

Testing Date:*

Assessment Area Code:*

Assessment Result:*

Advanced Placement Assessments (AP)

ASSESSMENT AREA CODE	ASSESSMENT AREA CODE DESCRIPTION
	See Chapter 2.8.1 Assessment Area Codes of the EMIS Manual for a complete list

SCORE	SCORE NOT REPORTED	ACCOMMODATIONS
AP 1-5 Scale Score	*	**

VALID OPTIONS FOR THIS ASSESSMENT	
ASSESSMENT WINDOW	ASSESSMENT DATE REPORTED
Year-Round	January through December

ASSESSMENT IMPORT AVAILABLE		
AP	Yes	.csv Format
(MUST OBTAIN IMPORT FILE FROM ODDEX)	Yes – ODDEX File	.txt Format

Reminders:


1. The AP Exam will only load assessment records in the year the assessment was taken. If you have assessment results from 20/21 and attempt to load them in the 21/22 school year, the import will advise that all records were imported but that no scores loaded. Check the assessment test dates, and then import into the 20/21 school year, and the records will import successfully.
2. Assessment Area Code AP99 is used for any AP Exam which is not defined under a specific Assessment Area Code.
3. AP Subscores are not reported to ODE, although they can be entered into StudentInformation.

StudentInformation > SIS > Student > Assessment > AP Exams

AP Exam Scores

From this screen, you can display, add, change and delete data pertaining to AP Exams.

Subject:*

Testing Date:* 

Score:*

OELPA (GF)

Student Assessment (FA) Record(s) are required to be submitted for each student with a “Y”, “M”, “S”, or “L” option reported on the English learner Status Element on the Student Attribute – Effective Date (FD) Record for any day within the testing window. Students who have been identified as English Language Learners must take the OELPA until they receive a score that will allow them to exit the program. While they are taking the OELPA, the students must also take the KRA, Next Generation, and End of Course exams if the students meet the requirements during the test windows for those assessments.

ASSESSMENT AREA CODE	ASSESSMENT AREA CODE DESCRIPTION
LIST	Listening
R	Reading
SPKG	Speaking
W	Writing

VALID OPTIONS FOR THIS ASSESSMENT		
SCORE	SCORE NOT REPORTED	ACCOMMODATIONS
000-999, *** Scale Score	*, A, B, C, D, E, F, H, I, J, L, 5	**, NO, Y1, Y2

VALID OPTIONS FOR THIS ASSESSMENT	
ASSESSMENT WINDOW	ASSESSMENT DATE REPORTED
Spring	Jan – March

ASSESSMENT IMPORT AVAILABLE	Yes - OELPA	.txt Format
-----------------------------	-------------	-------------

Reminders:

1. When manually entering an OELPA record, the areas under Listening, Reading, Speaking and Writing must be completed for the record to save. Users can complete the remaining areas (Ex. Comprehension Score, Proficiency Status, etc.) or leave them blank and the record will save if the required fields have been completed. The import will populate all fields displayed on the OELPA Assessment Maintenance page that have values for them contained in the import record.
2. The traditional district, STEM district, community school, or state organization in which the student is enrolled when the test is taken is responsible for reporting the results.

3. When using the Assessment Import process for the OELPA, in the Test Date field, enter the date the assessment was taken.
4. The following abbreviations may appear on some assessment records: DNA – Did Not Attempt; and INV – Invalidated. A test is ‘attempted’ once the student has started the test (had the opportunity to view at least one item). A domain test is ‘not attempted’ if the student never started the domain test (i.e., the student never had the opportunity to view any items.) A test is invalidated when a student is caught cheating, or the test is compromised.

Student Information > SIS > Student > Assessment > OELPA

Ohio English Language Proficiency Assessment (OELPA) Add Assessment Result

Assessment Date: 1/11/2021

Subject	Score Not Reported	Accommodations	Score	Performance Level	Standard Error
Listening	*	NO	542	3	26
Reading	*	NO	530	3	27
Speaking	*	NO	542	3	23
Writing	*	NO	476	1	25

Comprehension Score: 5437 Proficiency Status: 2 - Progressing Overall Score: 5273
 Comprehension Standard Error: 229 Overall Standard Error: 251

CTE Industry Credentials (GW)

CTE Industry Credentials (GW) can be reported to EMIS with the actual year and month the credential was earned. Additionally, a 'day' date may be included when entering the month and year.

An Industry Credential is a credential, certification or license developed and awarded by an industry association or state licensing agency. Students are not required to get an industry credential, but if a student does receive one of the industry credentials, the district should report the credential to EMIS. If a student earns more than one Industry Credential, report all credentials the student receives.

ASSESSMENT AREA CODE	ASSESSMENT AREA CODE DESCRIPTION
	See Chapter 2.8.1 Assessment Area Codes of the EMIS Manual for a complete list

VALID OPTIONS FOR THIS ASSESSMENT		
SCORE	SCORE NOT REPORTED	ACCOMMODATIONS
P, N	*	**

VALID OPTIONS FOR THIS ASSESSMENT	
ASSESSMENT WINDOW	ASSESSMENT DATE REPORTED
Year-Round	Year and Month Credential Earned

VALID TEST TYPES FOR THIS ASSESSMENT	
TEST TYPE	TEST DATES
STR	On or before June 30, 2019
IPD - Assessment cost paid by LEA	On or after July 1, 2019
INP - Assessment cost Not paid by LEA	On or after July 1, 2019

ASSESSMENT IMPORT AVAILABLE	No
-----------------------------	----

Reminders:

1. If a student receives an industry credential prior to the close of the Graduate (G) reporting period, the district should report the industry credential during period G reporting. This is in addition to reporting it during Collection Window A – Assessments.
2. If a student attempts an industry credential during the school year, the district in which the student is enrolled should report the attempt during the earliest appropriate Assessment (A) collection. If a graduating student attempts an

industry credential after graduation and prior to the close of the Graduate (G) collection, the graduating district should report the industry credential during G reporting.

3. Traditional districts, STEM districts, JVSDs, community schools and state organizations are able to report Industry Credentials.
4. The Industry Credential Update screen can be used to add assessments for multiple students at one time through the use of various filters.
5. Effective for the FY20 school year and forward, the LEA administering the Industry Credential is required to pay for the assessment; however, if a different district is also loading those scores to their SIS, they will want to be sure to mark the test type as INP if they did not pay for the assessment.

StudentInformation > SIS > Student > Assessment > CTE Industry Credential

CTE Industry Credential

From this screen, you can display, add, change and delete data pertaining to CTE Industry Credential.

Testing Date:

Assessment Area:

Score:

Required Test Type:

StudentInformation > SIS > Assessment > Industry Credential Update

Industry Credential Update

Student Search Criteria

Course Filters

Teacher: Course:

EMS Subject Code:

Student Filters

CTE Program Area: CTE Program of Concentration:

Homeroom: Ad Hoc Membership:

Students Selected by Default

New Industry Credential Values

Industry Credential:

Required Test Type:

Test Date:

Pass/Fail:

<input type="checkbox"/>	Student Number	Student Name	Homeroom	Course	Pass/Fail	Required Test Type	Test Date
No students found							

CTE Student Assessment (GY – OCTCA)

Any student who **is a concentrator** should have some type of a CTE Assessment record reported. This data will be used for the CTE Report Card.

ASSESSMENT AREA CODE	ASSESSMENT AREA CODE DESCRIPTION
	See Chapter 2.8.1 Assessment Area Codes of the EMIS Manual for a complete list

VALID OPTIONS FOR THIS ASSESSMENT		
SCORE	SCORE NOT REPORTED	ACCOMMODATIONS
CTE Subject Code Assessments	*, B, C, D, E, F, H, J, T, X, 5	**
000-100		
CTE Technical - Summative		
000-100, ***, I, N, P, A	*, B, C, D, E, F, H, J, T, X, 5	**
CTE Portfolio - Summative		
000-100, ***, I, N, P, A	*, B, C, D, E, F, H, J, T, X, 5	**

VALID OPTIONS FOR THIS ASSESSMENT		
ASSESSMENT WINDOW		ASSESSMENT DATE REPORTED
Fall Subject Code Assessments	Actual assessment dates will vary	Sept. - June

ASSESSMENT IMPORT AVAILABLE	Yes - OCTCA	.csv Format

Reminder:

1. This record should be reported by the district that employs the CTE Workforce development instructor.
2. **Summative Assessments (aka Legacy assessments)** – will have an alpha score and the format for the assessment type is NNAA. Effective in FY20 forward ODE will be calculating the Summative Assessment scores. It is expected that these scores will no longer be EMIS reportable for that reason, and we do not expect to receive results for the Summative Assessments in the assessment results file. However, if students have legacy results from past years that were not reported, they can still be reported at the present time, and also during Period G.

3. **Subject Code Assessments** – will have a numeric score and the format for the assessment type is AAAN.
4. A record with a Score Not Reported reason is required to be reported for any student who is a ‘concentrator’ that did not test. These will need to be manually entered.
5. Please refer to the Office of Career-Technical and Adult Education (CTE) web site for additional information on rules and legislation, test implementation dates, scoring standards and up-to-date information on CTE Assessments. Information about the CTE Technical Assessments and Career Paths for the Teaching Professions Portfolio Assessment is located on the Ohio Department of Education’s web site.

StudentInformation > SIS > Student > Assessment > CTE Student Assessment (OCTCA)

CTE Student Assessment (OCTCA)

From this screen, you can display, add, change and delete data pertaining to CTE Student Assessments.

CTE Technical Score CTE Portfolio Score

Test Date:* 04/14/2022

CTE Student Assessment Code:* DXR4 - Phlebotomy

CTE Technical Assessment Score Not Reported Value:* * - Option Not Applicable, Student took the test.

CTE Technical Score:* 92

Save Save and New Cancel

DPR Growth Renaissance Star

Beginning in FY21, the DPR Growth MAP was replaced with the DPR Growth Renaissance Star. Dropout Prevention and Recovery (DPR) programs report student results from the Star Assessments provided by Renaissance Learning. Other entities that give the Star Assessment – for internal uses or as an alternative assessment for Third Grade Reading Guarantee purposes – should **not** report Star results to EMIS.

This assessment measures student skills in mathematics and reading. Results from the spring administration will be reported in the Renaissance Star Assessment (A) Collection.

ASSESSMENT AREA CODE	ASSESSMENT AREA CODE DESCRIPTION
M	Mathematics
R	Reading

VALID OPTIONS FOR THIS ASSESSMENT		
UNIFIED SCALE SCORE	SCORE NOT REPORTED	ACCOMMODATIONS
600-1400	*, A, B, C, D, E, F, H, I, J, L, 5	** , NO, Y1, Y2, Y3

VALID OPTIONS FOR THIS ASSESSMENT	
ASSESSMENT WINDOW	ASSESSMENT DATE REPORTED
	August - June

ASSESSMENT IMPORT AVAILABLE	Yes - DPR Growth (STAR)	.csv format

Reminders:

1. Records for students who were required to take the test, but did not test will need to be added manually.
2. Enter the actual score the student received. The transfer file to the Data Collector will automatically subtract 500 points from the 'score' field when creating the transfer file. Once ODE obtains the data, they will add the 500 points back to the score.

ACT WorkKeys (WK)

The ACT WorkKeys is a nationally recognized job skills assessment students take to earn a workforce readiness score on the job skills assessment. This assessment is reported in the Non-State Assessments for the Local Report Card (LRC).

ASSESSMENT AREA CODE	ASSESSMENT AREA CODE DESCRIPTION
M	Mathematics – Version 1
R	Reading – Version 1
LCIF	Locating Information – Version 1
AMTH	Applied Math – Version 2
GLIT	Graphic Literacy – Version 2
WDOC	Workplace Documents – Version 2

VALID OPTIONS FOR THIS ASSESSMENT		
SCORE	SCORE NOT REPORTED	ACCOMMODATIONS
000-999 Performance Standard Score	*, H, 5	**

VALID OPTIONS FOR THIS ASSESSMENT	
ASSESSMENT WINDOW	ASSESSMENT DATE REPORTED
Spring	Jan. – Dec.

ASSESSMENT IMPORT AVAILABLE	Yes	ACT WorkKeys Vendor File ACT WorkKeys Import File Template

Reminders:

- Version 2 should be selected. The scoring and Assessment Areas for the current version of WorkKeys differ from the previous version. Scores for Version 1 and Version 2 cannot be mixed with each other. For credit students must complete all of Version 1 or all of Version 2.
- When reporting WorkKeys for prior fiscal years, be sure to report these elements according to the version being reported. Students must complete all three sections from the same version. If students want to retest on a portion of the assessment, they must retake all sections on the current version. Traditional districts, STEM districts, JVSs, community schools, and state organizations can report this Assessment Type.
- Score option '***' is not valid for this assessment and can no longer be entered. Test records with '***' as the Score element will not be included in the transfer file to the data collector.

4. Scores can be entered for one of the assessment areas and the page will save. This accommodates students who take different parts of the assessment on different days.
5. The value for the Test Grade Level is ‘***’ and is defaulted in the WorkKeys transfer file.
6. Scores for Version 1 and Version 2 cannot be mixed with each other. For credit students must complete all of Version 1 or all of Version 2.
7. Class of 2020 forward must earn a **score of 14** on the WorkKeys, with a minimum score of 3 in each test assessment area of the WorkKeys.
8. According to ACT, any district that gives WorkKeys has access to a report called Data Export Report online. This is the vendor file that they can import using the Vendor file option. This report is an Excel file and it will give them the information they need to successfully import the student results.
9. There is also a WorkKeys_Import_Template that can be used to enter your data, and then import the file through the Assessment Imports – ACT WorkKeys Import File Template.

The screenshot shows a dialog box titled "Select the Assessment Version". It contains a dropdown menu labeled "Assessment Version" with a list of options: "Assessment Version", "Version 1", and "Version 2". The "Assessment Version" option is currently selected. At the bottom right of the dialog, there are two buttons: "Next" and "Cancel".

Version 2

The screenshot shows a form titled "Assessment Date: 9/2/2020". It contains three sections for different assessment areas:

- Applied Math - Version 2.0**: Includes a "Score Not Reported:" dropdown menu with the option "* - Option Not Applicable, Student took Test" and a "Score:" input field.
- Graphic Literacy - Version 2.0**: Includes a "Score Not Reported:" dropdown menu with the option "* - Option Not Applicable, Student took Test" and a "Score:" input field.
- Workplace Documents - Version 2.0**: Includes a "Score Not Reported:" dropdown menu with the option "* - Option Not Applicable, Student took Test" and a "Score:" input field.

At the bottom right of the form, there are two buttons: "Create" and "Cancel".

Run reports to verify assessment data

Some assessment reports that have been added to the AdHoc Reports to assist with assessment data can be found at [Student Information](#) > [Local](#) > [Ad Hoc Reports](#) and are as follows:

▼ EMIS Assessment

<p>☆ FB Acceleration Detail</p> <p>Lists all FB records in a spreadsheet format for students who are reported to EMIS when you run the FB transfer.</p>	<p>☆ Industry Credential Detail</p> <p>Lists students and the industry credential assessments they have taken in a spreadsheet format, including the Testing Date, Test Part Code, Test Part Name, Score, and Points Earned.</p>
<p>☆ PS COS Import Template</p> <p>This report should be used as a template for the Preschool COS import. You must still manually enter the test results for the included students.</p>	<p>☆ State Assessment Below Reported Score Report</p> <p>Provides state assessment data with results that are less than the selected score value.</p>
<p>☆ State Assessment Report</p> <p>Lists all parts and scores of the selected assessment type based on the selected student's test year.</p>	<p>☆ Third Grade Testing Diagnostic Detail</p> <p>Displays third-grade testing diagnostic results in a spreadsheet format for students in grades KG - 3.</p>

Please be sure to check back to this location regularly as additional reports will be added as time and requests permit.

Verify Student Assessment and correct errors

The Assessment Verifications have been updated to be a useful tool when trying to verify your assessment data. Now each of the assessment verifications have a blue interactive link for the student's name which will take you to their assessment page where you can review the issue, add a needed record, or update the values such as entering records with a 'Score Not Reported' fields.

StudentInformation > EMIS > Verify Assessment

Verify Assessment - Barberton

From this screen, you can verify student assessment data.

Include Buildings:*

Select All Buildings Clear All Buildings

BAWO - BARBERTON ELEMENTARY EAST BAUL - BARBERTON MIDDLE SCHOOL
 BAME - BARBERTON ELEMENTARY WEST BADE - BARBERTON PRESCHOOL
 BAHS - BARBERTON HIGH SCHOOL

Test Type:

Verify - Preschool COS (GM)
 Verify - Preschool ELA (GB)
 Verify - KRA(GO)
 Verify - Student Achievement OAA (GA)
 Verify - OGT(GX)
 Verify - End of Course (GE)

LCE Validation:
0 Records Displayed

Transfer Student Assessment Records to the Data Collector

The assessment transfer process is available on the Assessment Transfer – Collection (A) Menu under EMIS. Each reporting period has its own menu containing options specific to that reporting period.

The transfer process for assessments provides the ability for the user to select only those assessments they wish to include in the transfer. This provides control over the assessments you wish to submit. Once you have completed the reporting for a specific assessment, it is not necessary to retransfer each time you report assessment data. Data should be transferred according to the guidelines of ODE’s manifest.

You must have the district in context to transfer Assessment records to the data collector.

StudentInformation > EMIS > Assessment Reporting Collection (A)

EMIS - Create Flat Files - Select Files

From this screen, you can transfer Assessment Collection (A) records.

Request Type Program Selection

- Select all transfers
- Transfer - ACT (AC)
- Transfer - AP (AP)
- Transfer - CTE Industry Credential (GW)
- Transfer - CTE Student Assessment - OCTCA (GY)
- Transfer - DPR Growth Assessment (GD)
- Transfer - End of Course (GE)
- Transfer - International Baccalaureate (IB)
- Transfer - KRA (GO)
- Transfer - Next Generation Assessment Grades 3-8 (GN)
- Transfer - OELPA (GF)
- Transfer - OGT (GX)
- Transfer - Preschool COS (GM)
- Transfer - Preschool ELA (GB)
- Transfer - SAT (SA)
- Transfer - Student Achievement OAA (GA)
- Transfer - WorkKeys (WK)

Transfer Type:*

Flat file transfer

Flat file transfer for Data Collector

< Back Submit Cancel