KIDS 2014-2015 Submission Details Document: TEST

Introduction

This document contains information specific to the submission of TEST records to the Kansas Individual Data on Students (KIDS) System for the TEST Collection. The TEST Collection focuses on gathering data for State assessments.

Submission Window

The window for submitting TEST records to KIDS is September 8, 2014 – June 12, 2015. TEST records cannot be submitted outside of this window. The student data that is submitted for TEST should be current as of the day the student takes an assessment, and so must be re-submitted if the student's status changes after the initial submission of the TEST record.

Submission Guidelines

Students to Submit

TEST records should be submitted for all students in grades 3-12 who are eligible to take State assessments. For State assessments, students entering a particular school after March 6, 2015, do not have to be tested.

Who Submits?

The Accountability School or the Attendance School should submit TEST records for all students who will be taking assessments. In cases where both the accountability and attendance buildings submit TEST records for the same student for the same test subject, the record submitted by the Accountability School will be used and the record submitted by the Attendance School will be ignored.

The Use of TEST Submissions

A student's most current TEST record by Accountability School and test subject will be used to provide information to CETE for State assessments. The assessment results of all students submitted to KIDS on TEST records will be counted by KSDE for accountability purposes. Therefore it is important that TEST records be submitted in a timely manner so that accountability calculations and assessment rosters will be accurate.

The demographic fields* from the most recently submitted TEST record are used to determine student sub-groups for accountability purposes.

* Demographic fields are:
- D8: Gender
- D12: Hispanic Ethnicity
- D30: Comprehensive Race
- D31: Eligibility for National School Lunch Program

- D32: Socio economic Status (SES) Indicator
- D33: Primary Disability Code
- D37-D42 ESOL Fields

KIDS Collection Field Requirements
TEST Record Type 2014-15

Field Number	Excel Column		
D1	A	Record Type	R
D2	B	Accountability School Identifier	R
D3	C	Residence District Identifier	R
D4	D	Legal Last Name	R
D5	E	Legal First Name	R
D6	F	Legal Middle Name	O
D7	G	Generation Code	O
D8	H	Gender	R*
D9	I	Date of Birth	R
D10	J	Current Grade Level	R*
D11	K	Local Student Identifier	R
D12	L	Hispanic Ethnicity	R
D13	M	State Student Identifier	R
D14	N	Current School Year	R
D15	O	Funding School Identifier	R
D16	P	Attendance School/Program Identifier	R
D17	Q	Virtual Education Student	
D18	R	School Entry Date	R
D19	S	District Entry Date	R
D20	T	State Entry Date	R
D21	U	Cumulative Number of Days in Membership	
D22	V	Cumulative Number of Days Attended	
D23	W	Truant Student	
D24	X	Minutes Enrolled	
D25	Y	Concurrent High School Enrollment	
D26	Z	Exit/Withdrawal Date	E
D27	AA	Exit/Withdrawal Type	E
D28	AB	Special Circumstances Transfer Choice	
D29	AC	Post-Graduation Plans	E
D30	AD	Comprehensive Race	R
D31	AE	Eligibility for National School Lunch Program	R*
D32	AF	Socio-Economic Status Indicator	
D33	AG	Primary Disability Code	X
D34	AH	Gifted Student Code	X
D35	AI	Qualified for 504	
D36	AJ	Residence of Homeless Student while Homeless	
D37	AK	ESOL /Bilingual Program Entry Date	X
D38	AL	First Entry Date into a School in the United States	X
D39	AM	First Language	R*
D40	AN	ESOL/Bilingual Program Participation Code	R*
D41	AO	ESOL/Bilingual Program Ending Date	
D42	AP	ESOL Bilingual Student Contact Minutes	
D43	AQ	Career and Technical Education Contact Minutes	
D44	AR	Title I Participation	
D45	AS	Miles Transported	
D46	AT	Transportation FTE	

D47	AU	Student's Transportation Street Address	
D48	AV	Student's Transportation City	
D49	AW	Student's Transportation Zip Code	
D50	AX	Non-Resident Transportation	
D51	AY	Child of Military Family	
D52	AZ	Immigrant Student	
D53	BA	Country of Birth	
D54	BB	Refugee Status	
D55	BC	Neglected Student	
D56	BD	Math Grouping Indicator 1	O
D57	BE	Math Grouping Indicator 2	O
D58	BF	English Language Arts - ELA Grouping Indicator 1	O
D59	BG	English Language Arts - ELA Grouping Indicator 2	O
D60	BH	Science Grouping Indicator 1	O
D61	BI	Science Grouping Indicator 2	O
D62	BJ	History/Gov Grouping Indicator 1	O
D63	BK	History/Gov Grouping Indicator 2	O
D64	BL	General CTE Grouping Indicator 1	O
D65	BM	General CTE Grouping Indicator 2	O
D66	BN	End of Pathways Grouping Indicator 1	O
D67	BO	End of Pathways Grouping Indicator 2	O
D68	BP	KELPA Grouping Indicator 1	O
D69	BQ	KELPA Grouping Indicator 2	O
D70	BR	State Mathematics Assessment	R*
D71	BS	State Mathematics DLM Proctor ID	O
D72	BT	State Mathematics DLM Proctor Name	O
D73	BU	State English Language Arts - ELA Assessment	R*
D74	BV	State English Language Arts - ELA DLM Proctor ID	O
D75	BW	State English Language Arts - ELA DLM Proctor Name	O
D76	BX	State Science Assessment	R*
D77	BY	State Science DLM Proctor ID	O
D78	BZ	State Science DLM Proctor Name	O
D79	CA	State History/Gov Assessment	R*
D80	CB	General CTE Assessment	R*
D81	CC	End of Pathways Assessment	R*
D82	CD	CTE cPass Proctor ID	O
D83	CE	CTE cPass Proctor Name	O
D84	CF	Kansas English Language Proficiency Exam (KELPA)	R*
D85	CG	User Field 1	O
D86	CH	User Field 2	O
D87	CI	User Field 3	O
R		Required = Must contain a valid non-blank value	
R*		Required = Must contain a valid non-blank value, including zero	
X		Required = Must contain a valid non-blank value or must be blank; blanks will be considered a null value.	
O		Optional = Must contain a valid non-blank value or must be blank; blanks will be considered no response. Field will be validated and stored if submitted.	
Blank		Values submitted in these fields will not be validated or stored on the indicated Record Type.	
E		Must be blank	

Optional fields are validated and stored if submitted. All other data fields that are neither required nor optional for TEST may be left blank. Values in data fields that are neither required nor

optional for TEST are not validated and will not be stored. The exception to this is EXIT data (Exit/Withdrawal Date, Exit/Withdrawal Type, and Post-Graduation Plan); exit data fields **MUST** be blank on TEST records or an error will be generated.

KIDS Reports

Reports are provided in the KIDS Collection System for verification and research of submitted data. Although data can also be shared by generating the appropriate KIDS reports, KIDS users can share detailed data with the principals, superintendents and program staff by encouraging them to register for Read-Only access to the KIDS Collection System. Read-Only access is recommended since reports are dynamic and may change if additional TEST records are submitted to KIDS.

The detailed descriptions of the report available in the KIDS Collection System may be found on the KIDS project website—www.ksde.org/kids under the "Report Descriptions" tab or by visiting this website: http://www.ksde.org/Default.aspx?tabid=3500. The following reports are p a r t i c u l a r l y important to TEST submissions:

Standard Reports:
- ☐ Accepted Records by Type-TEST
- ☐ Current Year Accountability Students

Assessment Reports:
- ☐ Assessments Roster Report
- ☐ Cleared Assessments Roster

State Assessments

English Language Arts (ELA) and Math Assessments: For the 2014-2015 year, grades 3-8, and 10 will take the ELA and math assessments. The only high school students required to be assessed are 10th grade students.

Science Assessment: For the 2014-2015 year, students in grades 4, 7, and 11 will take the science assessment. The only high school students required to be assessed are 11th grade students. There is only one 'Science' assessment this year. We no longer separate high school into 'Life Science' and 'Physical Science.'

History/Government Assessment: For the 2014-2015 year, grades 6, 8, and 11th will be taking the History/Government field test. There is only one 'State History/Gov' assessment this year. We no longer separate high school into 'World Focus' and 'U.S. Focus'.

Career Tech Ed Pathways Assessments (cPass): Beginning in the 2014-2015 school year CTE students, grades 10-12, will have the opportunity to take new CTE assessments: the General CTE Assessment and one of the available End of Pathways Assessments.

KELPA: For 2014-2015, KELPA will not be administered through CETE. The indication of KELPA on a TEST record will not generate a test ticket in KITE. Indication of KELPA on a TEST record is required for the results of a student's KELPA to be used.

TEST Notes/Recommendations

The list of recommendations, notes, and submission tips below apply to the TEST record. In

working with the KIDS System, many circumstances apply only to the record you are submitting. How each data element is reported may differ for other submissions from the recommendations appearing below.

When the Accountability School is '0001' or '0002': If a student is associated with multiple schools, and an unaccredited private school, home school, or a school in another state is accountable for that student, use the following building codes for the Accountability School: '0001' when the student's information is included in the accountability results of another state and '0002' when the student attends an unaccredited private school or is home schooled. If '0001' or '0002' is entered in the Accountability School, then the Attendance School must contain a valid school ID number or district central office of the submitting district. These students' assessment results will be included in the accountability determinations of the Attendance School. When students fall into one of these two categories, it is important that the '0001' or '0002' code is used for the Accountability School, not the school providing the educational services, on all KIDS Collection submissions.

School Entry Date: School Entry Date should be based on the date the student entered the Accountability School or Attendance School, depending upon which school is submitting the TEST record. In the case where the student's Accountability School is marked with a 0001 or 0002, the School Entry Date should report the date the student entered the Attendance School.

Reporting the Attendance School: The Attendance School field on the TEST record is used to determine where students will physically take assessments. A student will not be able to take a computer-based assessment without a TEST record in KIDS listing the school where he/she is taking the test as the Attendance School.

Kansas Writing Instruction & Evaluation Tool: The Kansas Writing Instruction & Evaluation Tool (KWIET) is not available for the 2014-2015 school year.

Students taking Multiple Assessments: For students taking multiple assessments, a school can submit separate TEST records for each assessment subject OR one TEST record that includes information for all assessments. For example, if "John Doe" is taking the ELA and mathematics assessments, then his school could submit one TEST record with the appropriate test type information in the corresponding assessment fields, OR the school could submit a TEST record for the ELA assessment and a separate TEST record for the mathematics assessment.

Updating Earlier TEST Submissions: If a school/district submits a TEST record for a student early in the TEST submission window and that student's demographic and test information does not change, then the school/district does not need to submit any other assessment information to KIDS for that student. If a TEST record is submitted for a student and that student's demographic and/or test information changes (i.e., the student was submitted on a TEST record as not taking the mathematics assessment but he/she will actually take the DLM/Alternate assessment), then another TEST record must be submitted for that student in order to correct/update the information.

If a student is taking more than one assessment and the student's demographic and/or test information does not change for every test type, then send the updated TEST record with the updates indicated for only the test type(s) that it applies to at the time the student takes the assessment.

Opportunity to Learn (OTL): Do not send blank TEST records for the purpose of populating OTL reports as OTL reports are not available for the 2014-2015 school year.

Students Attending Multiple Schools: Because TEST records are unique by Accountability School; Student State ID (SSID); and assessment subject area, different Accountability schools can submit TEST records for the same student. For example, if "John Doe" takes the ELA assessment at School A but then moves and takes the mathematics assessment at School B, then School A would submit a TEST record for the ELA assessment and School B would submit a TEST record for the mathematics assessment.

Note: that if an Accountability School (or district) submits a TEST record with a value in the Accountability School that does not match the Accountability School for the student in question according to the core data stored in the KIDS System, the school or district will need to claim that student in order to successfully process the TEST record. So if School A submits a TEST record with themselves as the Accountability School, and School B then submits a TEST record with themselves as the Accountability School for the same student, School B will have to claim the student away from School A.

This will not have any negative effects on School A's TEST record for the student, but if School A is the primary Accountability School for this student, they may wish to claim the student back via an ASGT record once the testing window has closed this year, or wait and claim the student back via an ASGT or ENRL record at the beginning of the 2015-2016 school year.

Grouping Indicators: Grouping indicators are used to indicate the method by which the district wanted **test tickets** sorted for distribution to schools. Grouping Indicator 1 is the primary way by which the district wants a particular assessment test tickets sorted for distribution to schools. Grouping Indicator 2 is the secondary way by which the district wants a particular assessment test tickets sorted within Grouping Indicator 1. Example: Grouping Indicator 1 = Mrs. Smith and Grouping Indicator 2 = 1st period. The KELPA Grouping Indicators will not be utilized this year if data is submitted in those fields.

Clearing a Test Subject: In order to clear a particular test subject from a previously-submitted TEST record, the school/district can send another TEST record with the exact same data for that student with a "C" (clear test subject indicator) code in the test subject field to be cleared. The "C" code can be sent for any grade level for all assessment subjects. The purpose of the "C" code is to "clear" a student from the test roster for a particular subject area when a TEST record was erroneously submitted for that student. The "C" removes that specific test subject from the student's list of assessments.

For example, if "Jane Doe" was submitted on a TEST record as taking the ELA and mathematics assessments but the ELA assessment was a mistake, then another TEST record should be submitted for "Jane Doe" with a "C" in the ELA subject field. Because the "C" code is specific to a test subject area, submitting a "C" code for a particular subject would *not* impact the rosters of any other assessments for which "Jane" was registered (in this example, mathematics).

Submitting a TEST record with a "C" value for an assessment that has already been started or has been completed by the student in question will NOT serve to remove that

student's assessment results from calculations. KSDE staff will investigate situations such as these to determine whether the "C" code was submitted in error, or if further action is needed. Schools can access the Cleared Assessments Roster report in KIDS for a list of students for whom a TEST Record with a "C" code has been submitted.

TEST Records with Blank or '0' Values: Submitting a TEST record with a blank or a '0' value in a test subject field that previously contained a value will **not** remove a student from the test roster for that subject. For example, if "Jane Doe" was submitted on a TEST record as taking the ELA assessment and then another TEST record is subsequently submitted for "Jane" with a blank in the ELA assessment field, nothing will happen—that student will not be removed from the ELA assessment roster. Only the submission of "C" codes in test subject areas (or the submission of an EXIT record if applicable) removes the student from the Accountability School's state assessment roster.

Clear Codes & EXIT Records: The "C" code should not be confused with the submission of EXIT records to KIDS. The "C" code allows schools to remove students from assessment rosters if they were submitted in error as taking an assessment. EXIT records, in contrast, are submitted for students who are no longer in membership. EXIT records will remove students from a school or district's state assessment roster and the accountability performance and/or participation calculations (depending on the exit and school entry dates for that student); but unlike the "C" code, EXIT records are not subject-specific. Consequently, submitting an EXIT record to KIDS will remove a student from the school's roster for *all* test subjects (depending on the exit and school entry dates for that student) unless the student has already completed a particular assessment.

For example, if "Jane Doe" was submitted on a TEST record as taking the ELA, mathematics, and science assessments at School A but Jane moved to Nebraska before the testing window opened, then School A would submit an EXIT record for Jane (rather than submitting another TEST record with "C" codes in the ELA, mathematics, and science subject fields). If Jane moves during the testing window and has completed the ELA assessment but has not completed the mathematics or science assessments, then the EXIT record would remove Jane from the School A's roster for math and science, but the ELA assessment may be counted for performance and participation. A "C" code submitted in one or more test subject areas on a TEST record does not replace the submission of EXIT records for students who move, dropout, graduate, transfer, etc. during the course of the school year.

School Entry/EXIT Withdrawal Dates: It is essential that the School Entry Date on TEST records and the EXIT/Withdrawal Date on EXIT records be updated and reported accurately for students that move within a district as well as out of a district during the school year, since these dates will be used to determine which students will be included for participation and/or performance in accountability calculations.

Eligibility for National School Lunch Program: Community Eligibility Provision (CEP) schools will need to make sure to report students that are *eligible* for free or reduced lunch based on Direct Certification or State At-Risk funding based on the State At-Risk application. Non-CEP schools do not need to change the way this data has been reported. CEP schools should NOT report 100% in this field based on CEP. This field collects a student's eligibility, not how a student pays for lunch.

DLM/Alternate Assessment Value: If this value is chosen for an assessment then

the Primary Disability Code must contain a non-blank value.

Proctor Fields: New fields will be added this year. The purpose of these fields is to give schools to the ability to add an additional licensed educator to a student for the purposes of taking DLM Assessments. The fields allow the user to ensure that the correct educator is provided for this student.

- A proctor must be a licensed educator with and Educator ID with an academic connection to the student.
- Provides access to the student in KITE (there will not be an STCO record since the student does not have a course with this person).
- There is a limit to one proctor per student per assessment type.
  - One State Mathematics DLM proctor
  - One State English Language Arts – ELA DLM proctor
  - One State Science DLM proctor
  - One CTE cPass proctor
  - This is not intended to be for non-licensed paras.
  - This is not intended to link a licensed educator with no academic connection to the student.
  - This is not necessarily the person sitting in the room administering the assessment.
  - Applies to DLM assessments and CTE assessments only.

Accredited Private Schools: Accredited private schools should submit TEST records according to the guidance outlined above. In cases where private school students are shared with public schools and both schools will be assessing the students in different subject areas, both public and private schools will see an increase in gained/lost claiming emails sent from KSDE to reflect that these students have more than one Accountability School submitting TEST records. Both schools should be careful to only submit records for subject areas they intend to test shared students to ensure accuracy when test results are used to determine each school's accountability measures. As long as accurate TEST records are submitted from each school with the appropriate building codes for the Accountability School, a school does not need to "re- claim" a student to administer the requested state assessment to the student.

Documents
Consult the following documents for additional information when preparing your TEST submissions. Unless specified otherwise below, the most recent version of all documents may be found on the KIDS Project website (http://www.ksde.org/kids) under the "Documents" tab.

☐ **KIDS 2014-2015 File Specifications Document:** This document serves as the data dictionary for all data elements collected through the KIDS Collection System.

☐ **KIDS 2014-2015 User's Guide:** This document is the comprehensive manual of submitting and processing student records in the KIDS Collection System. However, this manual does not contain specific information on each record type.

☐ **KIDS 2014-2015 Submission Details Document: STCO:** This document contains information specific to the submission of STCO Records to the KIDS System for the Student Course (STCO) Data Collection

□ **Guidelines for Determining KIDS Collection Building Identifier:** This document reviews the guidelines for determining the Accountability School when more than one school provides education services to a student.

□ **KIDS TEST Overview Document:** This document contains specific information in regards to the relationship between the different assessments available and the submission of TEST records to the Kansas Individual Data on Students (KIDS) System.

□ **2014-15 Kansas Assessments Overview** This document contains important dates regarding state assessments. It may be found on the KSDE website (www.ksde.org) in the subject index A under "Assessments."

□ **KSDE Accommodations Manual:** This document contains a wide variety of general assessment information including timelines, SC codes, accommodations and Opportunity to Learn and Safe Harbor information. This document is located on the KSDE website (www.ksde.org) under the "Assessments" link.

Help Resources

In preparing your TEST submissions, you may need technical assistance or reporting guidance. Depending upon the nature of the assistance you need, one or more of the following help resources may be useful.

□ KIDS Technical Support: KSDE Helpdesk 785-296-7935 or kids@ksde.org
□ Accountability Helpdesk: 785-296-2261 or mo@ksde.org
□ Assessments: Lee Jones at ljones@ksde.org
□ KELPA: Phyllis Farrar at pfarrar@ksde.org
□ CETE assistance: http://www.cete.us/ or email questions to cete@ku.edu
□ For training in the KIDS system: visit the KIDS project website at www.ksde.org/kids and go to the "Training" tab.
□ For TEST Collection training: visit the Training registration website at www.events.ksde.org/ittraining and go to the "Pre-Collection Workshops" tab.

Revision History

Version	Date	Changes
9.00	5.22.14	• Updated for 2014-2015 school year
9.01	9.25.14	• Updated assessments to reflect 10th grade versus 11th grade.
9.02	10.01.14	• Updated History/Government Assessment section to 11th grade only versus 9th-12th grade. • Added DLM/Alternate Assessment Value section
9.03	10.07.14	• Updated layout of field requirements.

Version	Date	Changes
9.04	11.20.14	- Removed STCO required statement under The Use of TEST Submissions paragraph - Removed Formative Assessments paragraph - Removed Interim Assessments paragraph - Removed from Documents: 2015 TEST Window Overview Elem/Middle & High School and 2015 Test Order Types documents. - Added to Documents: KIDS TEST Overview Document
9.05	12.17.14	Corrected need not test date, in Students to Submit paragraph, to March 6, 2015, instead of March 7, 2015. (March 7, 2015, is a Saturday.)
9.06	01.22.15	Updated Grouping Indicator section.

The Kansas State Department of Education does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies: KSDE General Counsel, Office of General Counsel, KSDE, Landon State Office Building, 900 SW Jackson, Suite 102, Topeka, KS 66612, (785) 296-3201

Appendix A: Standard Assessment Value Codes

Code	Definition	State Mathematics D70	State ELA D73	State Science D76	State History/Gov D79	General CTE Assessment D80	End of Pathways Assessment D81	KELPA D84
0	No test in this content area	X	X	X	X	X	X	X
2	CETE General Assessment	X	X	X	X	X		
3	DLM/Alternate	X	X	X	X			
N	Special Assessment Waiver (e.g. ACT, Explore)	X	X	X				
C	Clear test subject indicator	X	X	X	X	X	X	X
A	Comprehensive Agriculture Assessment						X	
B	Animal Systems Assessment						X	
D	Plant Systems Assessment						X	
E	Manufacturing Production Assessment						X	
F	Design & Pre Construction Assessment						X	
G	Comprehensive Business Assessment						X	
H	Finance Assessment						X	
I	Marketing Assessment						X	
1	KELPA for current or monitored ESOL student.							X
2	KELPA for student who is ESOL program eligible, but not currently receiving ESOL program services.							X