



## **KIDS 2013-2014 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 October 1, 2013 – June 13, 2014. 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 7, 2014 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. STCO records are also required by CETE for educator accounts with CETE. 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 (Free & Reduced Lunch Status)
- D32: Primary Disability Code
- D36-D40 ESOL Fields

## Required & Optional Data Elements

**Required Data Elements:** The following fields are *required* for TEST record submissions:

- ☐ D1 Record Type
- ☐ D2 Accountability School Identifier
- ☐ D3 Residence District Identifier
- ☐ D4 Legal Last Name
- ☐ D5 Legal First Name
- ☐ D8 Gender
- ☐ D9 Date of Birth
- ☐ D10 Current Grade Level
- ☐ D11 Local Student Identifier
- ☐ D12 Hispanic Ethnicity
- ☐ D13 State Student Identifier
- ☐ D14 Current School Year
- ☐ D15 Funding School Identifier
- ☐ D16 Attendance School/Program Identifier
- ☐ D18 School Entry Date
- ☐ D19 District Entry Date
- ☐ D20 State Entry Date
- ☐ D30 Comprehensive Race
- ☐ D31 Eligibility for the National School Lunch Program
- ☐ D32 Primary Disability Code
- ☐ D33 Gifted Student Code
- ☐ D36 ESOL/Bilingual Program Entry Date
- ☐ D37 First Entry Date into a School in the US
- ☐ D38 First Language
- ☐ D39 ESOL/Bilingual Program Participation Code
- ☐ D74 State Mathematics Assessment
- ☐ D75 State Reading (English Language Arts—ELA) Assessment
- ☐ D76 K-8 State Science Assessment
- ☐ D77 High School State Life Science Assessment
- ☐ D78 High School State Physical Science Assessment
- ☐ D79 K-8 State History /Government Assessment
- ☐ D80 High School State History /Government Assessment: World
- ☐ D81 High School State History/Government Assessment: US Focus
- ☐ D83 Kansas English Language Proficiency Assessment (KELPA)

**Optional Data Elements:** The following fields are *optional* for TEST record submissions:

- ☐ D6 Legal Middle Name
- ☐ D7 Generation Code
- ☐ D84 User Field 1
- ☐ D85 User Field 2

- ☐ D86 User Field 3

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](http://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 particularly 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

**Reading (ELA) and Math Assessments:** For the 2013-2014 year, grades 3-8, and 9-12 will be taking a transitional assessment. The only high school students required to be assessed are 11th grade students who have not already achieved “meets standard” or above.

**History/Government Assessment:** For the 2013-2014 year no assessments will be administered for History/Government. For this reason, the only valid values for this data element are blank and ‘0.’ All values other than blank or ‘0’ will result in an error. A voluntary pilot assessment based on the new standards may be offered for grades 6, 8, and high school.

**Science Assessment:** For the 2013-2014 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 who have not already achieved “meets standard” or above.

**Writing Assessment:** There will no longer be a separate State assessment for writing. It has been incorporated into the ELA.

**High School Alternate Assessments:** To request an alternate high school assessment for a student in Science, schools should submit code “3” for an alternate assessment in the High School State Life Science Assessment field. Code “3” is not an allowable value in the High School State Physical Science Assessment field. The same science portfolio alternate will be given. The alternate assessments for ELA and math will be provided via the Dynamic Learning Map (DLM). To request an alternate for ELA or math, submit a code of “3” for DLM.

**KAMM Assessments:** KAMM is no longer available.

## 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.

**Formative Assessments:** TEST records are not needed for students taking CETE's Formative Assessments. However, STCO records do need to be submitted to KIDS to use CETE's Formative Assessments.

**Interim Assessments:** Interim assessments are not available for the 2013-2014 school year.

**Kansas Writing Instruction & Evaluation Tool:** The Kansas Writing Instruction & Evaluation Tool (KWIET) is an online environment where students compose pieces of writing in response to writing tasks and where teachers evaluate, score, and provide feedback upon that student writing. TEST records are not needed for students to utilize KWIET. In order for a school or district to utilize the instructional component in KWIET, STCO Records with a course in an assessed content area (See the KIDS 2013-2014 Submission Details Document: STCO for a specific list) must be submitted to the KIDS Collection System.

**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 reading (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 reading (ELA) assessment and a separate TEST record for the mathematics assessment.

**Opportunity to Learn (OTL):** The OTL reports are available in the MO System for the 2013-2014 school year to allow school and district staff to find out which students they need to assess this year.

**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 taking the mathematics assessment in Braille but he/she will actually take the test via Large Print), 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.

**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 reading (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 reading (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 2014-2015 school year.

**Grouping Indicators:** Grouping indicators were used to indicate the method by which the district wanted **test tickets** sorted for distribution to schools and **test results** disaggregated. Grouping indicators will not be honored in KITE.

**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 reading (ELA) and mathematics assessments but the reading (ELA) assessment was a mistake, then another TEST record should be submitted for “Jane Doe” with a “C” in the reading (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 reading (ELA) assessment and then another TEST record is subsequently submitted for “Jane” with a blank in the reading (ELA) assessment field, nothing will happen—that student will not be removed from the reading (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 reading (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 reading (ELA), mathematics, and science subject fields). If Jane moves during the testing window and has completed the reading (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 reading (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.

**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 2013-2014 File Specifications Document:** This document serves as the data dictionary for all data elements collected through the KIDS Collection System.
- ☐ **KIDS 2013-2014 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 2013-2014 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.
- ☐ **2014 Test Window Overview Elem/Middle & High School:** These two documents contain important dates regarding state assessments. Both documents may be found on the KSDE website ([www.ksde.org](http://www.ksde.org)) under “Assessments.”
- ☐ **2014 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](http://www.ksde.org)) under the “Assessments” and “Manuals” links.
- ☐ **2014 Test Order Types:** This document contains information on which code to use when ordering test via TEST submissions in KIDS.

## 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](mailto:kids@ksde.org)
- ☐ Accountability Helpdesk: 785-296-2261 or [mo@ksde.org](mailto:mo@ksde.org)
- ☐ Assessments: Scott Smith at [sesmith@ksde.org](mailto:sesmith@ksde.org)
- ☐ CETE assistance: <http://www.cete.us/> or email questions to [cete@ku.edu](mailto:cete@ku.edu)
- ☐ For training in the KIDS system: visit the KIDS project website at [www.ksde.org/kids](http://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](http://www.events.ksde.org/ittraining) and go to the “Pre-Collection Workshops” tab.



## Revision History

Version	Date	Changes
8.00	6.7.13	<ul style="list-style-type: none"> <li>Updated for 2013-2014 school year</li> </ul>
8.01	7.31.13	<ul style="list-style-type: none"> <li>Updated “Reading” to add “English Language Arts—ELA” throughout the document</li> <li>Changed the submission window</li> </ul>
8.02	9.9.13	<ul style="list-style-type: none"> <li>Updated the Writing Assessments section and the TEST records with Blank Values section.</li> </ul>
8.03	9.19.13	<ul style="list-style-type: none"> <li>Updated OTL section and the Appendix A: Standard Assessment Value Codes.</li> </ul>
8.04	10.23.13	<ul style="list-style-type: none"> <li>Updated the Students to Submit section.</li> </ul>
8.05	11.15.13	<ul style="list-style-type: none"> <li>Updated the Introduction, Formative Assessments, OTL, and High School Alternate Assessment sections. Added the State Assessments section.</li> </ul>
8.06	01.02.14	<ul style="list-style-type: none"> <li>Updated hyperlinks due to new KSDE website, High School Alternate Assessments, and added School Entry Date paragraph.</li> </ul>
8.07	02.25.14	<ul style="list-style-type: none"> <li>Removal of Grouping Indicator fields as optional data and update of Grouping Indicator paragraph due to this field not being used by the current system.</li> </ul>

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

		Mathematics	Reading (ELA)	K-8 Science	HS Life Science	HS Physical Science	K-8 History/Gov	HS History/Gov. World Focus	HS History/Gov.: U.S. Focus	Writing	KELPA
Code	Definition	D74	D75	D76	D77	D78	D79	D80	D81	D82	D83
Blank	No test in this content area	X	X	X	X	X	X	X	X	X	X
1	General - Paper/English	X	X	X	X	X					
2	General - Computer/English	X	X	X	X	X	X	X	X		
6	General - Paper/Spanish	X		X	X	X					
8	General - Braille/English	X	X	X	X	X					
A	General - Audio/Computer	X	X								
X	General - Spanish Side by Side English	X		X	X	X					
R	General - Read Aloud/Individual/Computer (same as General – Audio/Computer)			X	X	X					
P	General - Read Aloud/Individual/Paper/Spanish	X		X	X	X					
L	General - Large Print/English	X	X	X	X	X					
3	Alternate	X	X	X	X						
N	Special Assessment Waiver (e.g. ACT, Explore)	X	X		X	X					
C	Clear test subject indicator	X	X	X	X	X	X	X	X		X
1	KELPA for current or monitored ESOL student.										X
2	KELPA for student who is neither current nor monitored ESOL.										X