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Pre-Collection

Extended Workshop

**2014-2015 ASSESSMENT COLLECTION
(TEST)**



AGENDA

- ❖ Submission Window and Guidelines
- ❖ State Assessment Information
- ❖ Required and Optional Data Elements
- ❖ KIDS Reports
- ❖ TEST Notes/Recommendations
- ❖ Documents
- ❖ Data Quality Best Practices
- ❖ Help Resources
- ❖ Question and Answer Session

PURPOSE

- ❖ The TEST Collection focuses on gathering data for the Center for Educational Testing and Evaluation (CETE) to use in generating testing rosters for State assessments.



Submission Window & Guidelines

SUBMISSION WINDOW

- ❖ The window for submitting TEST records to KIDS
 - ❖ September 8, 2014 – June 12, 2015. TEST records cannot be submitted outside of this window.
- ❖ The TEST student data should be current as of the day the student takes an assessment.
 - ❖ Must be re-submitted if the student's status changes after the initial submission of the TEST record.
- ❖ Assessments Webpage: this page provides information on the 2014-15 Assessment Documents and Resources, Accommodations, Security Ethics, etc. See the KSDE website (<http://www.ksde.org/>) select the subject index A, then select “Assessments”.

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.

2014-2015 STATE ASSESSMENTS

ELA and Mathematics 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.

2014-2015 STATE ASSESSMENTS

Science

- ❖ For the 2014-2015 year:
 - ❖ Grades 4,7, and 11 will take the science assessments.
 - ❖ The only high school students required to be assessed are 11th grade students.
 - ❖ ‘Life Science’ and ‘Physical Science’ are no longer separate. There is only one ‘Science’ Assessment.

2014-2015 STATE ASSESSMENTS

History Government

- ❖ For the 2014-2015 year:
 - ❖ Grades 6, 8, and 11 will take the History/Government assessments.
 - ❖ The only high school students required to be assessed are 11th grade students.
 - ❖ 'World Focus' and 'U.S. Focus' are no longer separate. There is only one 'State History/Gov' Assessment.

2014-2015 STATE ASSESSMENTS

Career Tech Ed Pathways Assessment (cPass)

❖ For the 2014-2015 year:

- ❖ Grades 10 – 12 have the opportunity to take the new CTE Assessments.
 - ❖ General CTE Assessments
 - ❖ End of Pathways Assessments

2014-2015 STATE ASSESSMENTS

KELPA

- ❖ For the 2014-2015 year:
 - ❖ The KELPA will not be administered through CETE.
 - ❖ KELPA on a TEST record will not generate a test ticket in KITE.
 - ❖ A KELPA indication on a TEST record is required for the results of a student's KELPA to be used.
 - ❖ Assessments Roster report in KIDS Collection that shows a list of all students with a value in the assessment filed, including KELPA, on the TEST record.
 - ❖ You should be able to filter this report to show the KELPA assessment to verify your students.
 - ❖ The plan is to have a roster of students signed up for the KELPA-P show in the KELPA_AMAO application. This application can be accessed through our common authentication system.
 - ❖ This roster will be available in January, to coincide with KELPA-P trainings and webinars.

2014-2015 STATE ASSESSMENTS

DLM

❖ ELA and Mathematics

- ❖ The only high school students required to be assessed are 10th grade students.

❖ Science

- ❖ The only high school students required to be assessed are 11th grade students.

❖ History/Government

- ❖ The only high school students required to be assessed are 11th grade students.

SUBMISSION GUIDELINES

Who Submits?

- ❖ The Accountability School or the Attendance School should submit TEST records for all assessment eligible students.
- ❖ If both buildings submit TEST records for the same student for the same test subject, the Accountability School will be used.

SUBMISSION GUIDELINES

The Use of TEST Submissions

- ❖ A student's current Accountability School TEST record by test subject provides information to the Center for Educational Testing and Evaluation (CETE) for state assessments.
- ❖ Student TEST assessment results are counted by KSDE for Accountability purposes. Timely TEST records are important for accurate assessment rosters and accountability calculations.

SUBMISSION GUIDELINES

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

- ❖ **D8: Gender**
- ❖ **D12: Hispanic Ethnicity**
- ❖ **D30: Comprehensive Race**
- ❖ **D31: Eligibility for the National School Lunch Program**
- ❖ **D32: Socio economic Status (SES) Indicator**
- ❖ **D33: Primary Disability Code**
- ❖ **D37 – D42: ESOL Fields**



Required & Optional Data Elements



REQUIRED & OPTIONAL DATA ELEMENTS

❖ Required Data Elements:

❖ New format

❖ Link : [KIDS 2014-2015 Required-Optional Spreadsheet](#)

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	

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 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

KIDS Reports



KIDS REPORTS

Standard Reports:

- ❖ Accepted Records by Type - TEST
- ❖ Current Year Accountably Students

Assessment Reports:

- ❖ Assessments Roster Report
- ❖ Cleared Assessments Roster

KIDS REPORTS:

ACCEPTED RECORDS BY TYPE

Cancel

Student Grade Level: ALL ▼

Record Type: ENRL ▼

From: 07/01/2014

To: 10/12/2014

Run Report

Accepted Records by Type

This report shows all records accepted for a particular record type. Users select the record type and date range, and are returned all records submitted to KIDS that meet those criteria. School-level users should be able to see all students submitted with their school listed, whether it was sent up by their school/district or another school/district.

Record Type	Accountability School ID	Residence District ID	Last Name	First Name	Middle Name	Generation Code	Gender	Date of Birth	Grade Level	Local Student ID	Hispanic Ethnicity	State Student ID	Current School Year
ENRL	0111	D0101	Trevino	Adrienne	Kristin			0 2002-03-20	05	532525	N	6031069288	2015
ENRL	0111	D0101	Trevino	Adrienne	Kristin			0 2002-03-20	05	532525	N	6031069288	2015
ENRL	0111	D0101	Trevino	Adrienne	Kristin			0 2002-03-20	05	532525	N	6031069288	2015
ENRL	0111	D0101	Fraser	Brandon				1 2006-08-06	05	200525	N	8182756073	2015
ENRL	0111	D0101	Alexander	Allison	Guadalupe			0 2008-04-25	09	50487	N	3082561225	2015
ENRL	0111	D0101	Trevino	Adrienne	Kristin			0 2002-03-20	05	532525	N	6031069288	2015
ENRL	0111	D0101	Fraser	Brandon				1 2006-08-06	05	200525	N	8182756073	2015
ENRL	0111	D0101	Alexander	Allison	Guadalupe			0 2008-04-25	09	50487	N	3082561225	2015
ENRL	0111	D0101	Trevino	Adrienne	Kristin			0 2002-03-20	05	532525	N	6031069288	2015
ENRL	0111	D0101	Fraser	Brandon				1 2006-08-06	05	200525	N	8182756073	2015

You may find it useful to remove duplicates using the State Student ID or Local Student ID when working with this report.

KIDS REPORTS:

CURRENT YEAR ACCOUNTABILITY STUDENTS

Cancel

Student Grade Level: ALL

Run Report

Current Year Accountability Students												
This report will list students who have been submitted to the KIDS System with the user's building or district listed as the Accountability School or district during the current school year. School-level users will be able to see only students submitted with their school listed as the Accountability School. District-level users will be able to see only students submitted with schools in their district listed as the Accountability School. This report is updated overnight.												
Accountability School ID	Residence District	Last Name	First Name	Middle Name	Generation Code	Gender	Date of Birth	Current Grade Level	Local Student ID	State Student ID	Current School Year	Last Update Date
0100	D0101	Allen	Brittany	Marie		0	1990-01-25	17	550522	4881978918	2015	10/7/2014 12:53:55 PI
0100	D0101	Allison	Jack	Lee		1	1991-08-04	16	525028	5309834214	2015	10/7/2014 12:53:56 PI
0105	D0101	Anderson	Bailey	Leo		1	1989-09-06	17	50492	3035664439	2015	8/22/2014 12:20:41 PI
0105	D0101	Arthur	Elijah	Matthew		1	1991-12-27	15	50082	1026534259	2015	8/22/2014 12:19:45 PI
0105	D0101	Atkins	Chase	Hunter		1	1991-10-16	15	525023	8689988017	2015	8/22/2014 12:21:34 PI
0105	D0101	Bautista	Kaitlyn	Cheyenne		0	1992-06-27	15	31519810	6121319739	2015	8/22/2014 12:19:24 PI
0105	D0101	Beal	Mickey	Cassidy		0	1992-06-17	14	542008	8725379593	2015	6/25/2014 1:54:31 PI
0105	D0101	Benatar	Patricia	Ann		0	1994-03-24	15	1010001	1145043755	2015	6/25/2014 1:55:18 PI
0105	D0101	Bergeron	James	Michael		1	1992-11-21	14	50411	4708315171	2015	8/22/2014 12:21:14 PI
0105	D0101	Blue	Morgan	Kellie		0	1991-03-17	16	552028	8774355414	2015	8/22/2014 12:20:31 PI
0105	D0101	Bolton	Michael	Frank		1	1994-03-24	15	12345975	9774001257	2015	6/25/2014 1:55:18 PI
0105	D0101	BonJovi	Jon			1	1993-06-01	16	125858	8686298702	2015	6/25/2014 1:51:57 PI
0105	D0101	Boticelli	Madonna	Cecilia		0	1994-03-24	15	1010004	9778551979	2015	6/25/2014 1:51:57 PI
0105	D0101	Bourne	Jaime	Dean		1	1993-02-08	14	50285	6161559439	2015	8/22/2014 12:21:15 PI
0105	D0101	Bradford	Robert	John		1	1993-06-06	14	50292	6066203495	2015	8/22/2014 12:19:53 PI
0105	D0101	Brady	Douglas	Lee		1	1990-12-19	16	50039	9066015179	2015	8/22/2014 12:19:49 PI
0105	D0101	Bridges	Theodor	Miles		1	1991-08-27	14	570040	6543158085	2015	8/22/2014 12:19:48 PI
0105	D0101	Brock	Amber	Britney		0	1991-01-10	16	509966	6305982848	2015	8/22/2014 12:20:30 PI
0105	D0101	Brown	Walker	Chase		1	1989-06-02	17	509988	9668188551	2015	8/22/2014 12:20:46 PI

Standard Current App Students

KIDS REPORTS: ASSESSMENT ROSTER

Cancel

Building Type: Accountability

Subject: All

Assessment Type: All

Student Grade Level: ALL

Run Report

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Assessments Roster													
	Accountabil ity School ID	First Name	Last Name	Grade Level	Local Student ID	State Student ID	Attendance District ID	Attendance School ID	School Entry Date	Primary Disability Code (P. E.)	Gifted Student Code (S. E.)	ESOL Prog Part Code	Assessment	Value
2	0105	Elijah	Arthur	15	50082	1026534259	D0101	0105	08/29/2011	HI			0 HS State Hist Gov	0
3	0105	Elijah	Arthur	15	50082	1026534259	D0101	0105	08/29/2011	HI			0 HS State Hist Gov	0
4	0105	Elijah	Arthur	15	50082	1026534259	D0101	0105	08/29/2011	HI			0 HS State Hist Gov	0
5	0105	Elijah	Arthur	15	50082	1026534259	D0101	0105	08/29/2011	HI			0 HS State Life Sci	T
6	0105	Elijah	Arthur	15	50082	1026534259	D0101	0105	08/29/2011	HI			0 HS State Phys Sci	X
7	0105	Elijah	Arthur	15	50082	1026534259	D0101	0105	08/29/2011	HI			0 K8 State Hist Gov	0
8	0105	Elijah	Arthur	15	50082	1026534259	D0101	0105	08/29/2011	HI			0 K8 State Sci	0
9	0105	Elijah	Arthur	15	50082	1026534259	D0101	0105	08/29/2011	HI			0 KELPA	0
10	0105	Elijah	Arthur	15	50082	1026534259	D0101	0105	08/29/2011	HI			0 State Math	X
11	0105	Elijah	Arthur	15	50082	1026534259	D0101	0105	08/29/2011	HI			0 State Reading	A
12	0105	Elijah	Arthur	15	50082	1026534259	D0101	0105	08/29/2011	HI			0 State Writing	0
13	0105	Peyton	Summers	15	550528	1073752488	D0101	0105	08/29/2011				0 HS State Hist Gov	0
14	0105	Peyton	Summers	15	550528	1073752488	D0101	0105	08/29/2011				0 HS State Hist Gov	0
15	0105	Peyton	Summers	15	550528	1073752488	D0101	0105	08/29/2011				0 HS State Life Sci	P
16	0105	Peyton	Summers	15	550528	1073752488	D0101	0105	08/29/2011				0 HS State Phys Sci	F
17	0105	Peyton	Summers	15	550528	1073752488	D0101	0105	08/29/2011				0 K8 State Hist Gov	0
18	0105	Peyton	Summers	15	550528	1073752488	D0101	0105	08/29/2011				0 K8 State Sci	0
19	0105	Peyton	Summers	15	550528	1073752488	D0101	0105	08/29/2011				0 KELPA	0
20	0105	Peyton	Summers	15	550528	1073752488	D0101	0105	08/29/2011				0 State Math	8
21	0105	Peyton	Summers	15	550528	1073752488	D0101	0105	08/29/2011				0 State Reading	2

We recommend not removing duplicates when working with this report.

KIDS REPORTS:

CLEARED ASSESSMENTS ROSTER

Cancel

Student Grade Level: ALL ▾

Run Report

	A	B	C	D	E	F	G	H	I	J	K	L
1	Cleared Assessments Roster											
3	Accountability School ID	First Name	Last Name	Grade Level	Local Student ID	State Student ID	Attendance District ID	Attendance School ID	Primary Disability Code P E	Gifted Student Code S E	ESOL Prog Part Code	Assessment
4	0105	Blake	Zimmerman	16	50438	1421089653	D0101	0105				0 State Reading
5	0105	Victoria	French	16	3519861	1640510184	D0101	0105				0 HS State Life Sci
6	0105	Jasmine	Rubio	16	50257	2260494498	D0101	0105	HI			0 State Reading
7	0105	Cory	Kirk	14	50552	3008933734	D0101	0105	TB			0 State Reading
8	0105	Sara	Odom	14	442657	3815563526	D0101	0105	HI			0 HS State Phys Sci
9	0105	Jennifer	Phillips	16	545025	4024669699	D0101	0105				0 State Reading
10	0105	Alec	Kelly	14	5009984	4114381481	D0101	0105	MD			1 State Reading
11	0105	Damian	Evans	16	50079	4516271044	D0101	0105		GI		0 HS State Life Sci
12	0105	Damian	Evans	16	50079	4516271044	D0101	0105		GI		0 State Math
13	0105	Thomas	McKenzie	15	570055	4609870924	D0101	0105				0 State Reading
14	0105	Jordan	Frye	14	542040	4618719982	D0101	0105				0 State Math
15	0105	Katelyn	Gray	14	550507	4901399152	D0101	0105				0 State Math
16	0105	Clayton	Morrow	14	50458	4958907904	D0101	0105				0 State Math
17	0105	Rodney	Dooley	14	552055	4987842645	D0101	0105				0 State Math
18	0105	Rodney	Dooley	14	552055	4987842645	D0101	0105				0 State Reading
19	0105	Brooke	Denton	14	50504	5294769034	D0101	0105				0 HS State Phys Sci
20	0105	Brooke	Denton	14	50504	5294769034	D0101	0105				0 State Math
21	0105	Josh	Alien	16	505000	5200034034	D0101	0105				0 State Reading

KIDS Reports: Assessment Roster

TEST Notes/ Recommendations



TEST NOTES/RECOMMENDATIONS

**Accountability
School
0001**

- **Accountability School** is in another state.

**Accountability
School
0002**

- **Accountability School** is an Unaccredited Private School.
- Student is homeschooled.

**Accountability
School
0001 or 0002**

- The Attendance School must contain a valid School ID or district central office.
- Students' assessment results will be included in the Accountability determinations of the Attendance School

TEST NOTES/RECOMMENDATIONS

- ❖ **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.

TEST NOTES/RECOMMENDATIONS

❖ Formative Assessments:

- ❖ TEST records are not needed for students taking Formative Assessments — CETE administers Formative Assessments independent of KIDS.
- ❖ STCO records are still required for teachers to access to student rosters in the Educator Portal in KITE to assign students to Formative Assessments.

TEST NOTES/RECOMMENDATIONS

- ❖ **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.

John Doe – ELA and Math Assessments

- John's school could send one TEST with appropriate test type information in the corresponding ELA and Math assessment fields

John Doe – ELA Assessment

- John's school could send one TEST with appropriate test type information in the corresponding ELA assessment field

John Doe – Math Assessment

- John's school could send one TEST with appropriate test type information in the corresponding Math assessment field

TEST NOTES/RECOMMENDATIONS

Updating Earlier TEST Submissions:

TEST - Early

- No demographic or test information changes after the initial submission
- No additional TEST record is needed
- Do not send TEST early unless blank or for Alternate Science

TEST - Early

- Demographic or test information changes happen after the initial submission
- An additional TEST record is needed

Multiple Assess.

- 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
- 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.

TEST NOTES/RECOMMENDATIONS

- ❖ **Students Attending Multiple Schools:** Because TEST records are unique by Accountability School, Student State ID, and assessment subject area, different accountability schools can submit TEST records for the same student.

**John Doe – Starts
school year**

- School A – ELA Assessment

**John Doe – Moves
during school year**

- School B – Math Assessment

Final Result

- School A – submits ELA Assessment
- School B – submits Math Assessment

TEST NOTES/RECOMMENDATIONS

- ❖ 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.

School A

- Submits themselves as the Accountability School for a TEST record (e.g. ELA Assessment)

School B

- Submits themselves as the Accountability School for a TEST record (e.g. Math Assessment)

School B

- Must claim the student away from school A
- No negative effect on School A
- School A may reclaim student after Assessments or beginning of next year

TEST NOTES/RECOMMENDATIONS

❖ Grouping Indicators:

- ❖ Grouping indicators with the label of 1 that are submitted on TEST records should be used to indicate the method by which the district wants **test tickets** sorted for distribution to schools and **test results** disaggregated.
- ❖ Grouping indicators with the label of 2 should be used to indicate the secondary method by which the district wants test tickets sorted **within** Grouping indicator 1.
- ❖ Example: Grouping Indicator 1 = Teacher Name, Grouping Indicator 2 = 1st Period.

TEST NOTES/RECOMMENDATIONS

❖ High School Alternate Assessments:

- ❖ To request an alternate high school assessment for a student in ELA, Math, and Science, schools should submit code “3” for an alternate assessment.

- ❖ **DLM/Alternate Assessment Value:** If this value is chosen for an assessment then the Primary Disability Code must contain a non-blank value.



TEST NOTES/RECOMMENDATIONS

❖ 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.

TEST NOTES/RECOMMENDATIONS

- ❖ **Proctor Fields:** New fields will be added this year. The purpose of these fields is to give schools 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

TEST NOTES/RECOMMENDATIONS

❖ Proctor Fields:

- ❖ One State Science DLM 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 assessments only.

TEST NOTES/RECOMMENDATIONS

- ❖ **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.

Jane Doe – ELA & Math Assessment

- Initial TEST Record submission
- ELA was a mistake

Jane Doe – Clear ELA

- Resubmit ELA with same data as previous ELA assessment, but with a “C” code
- Will not effect Math assessment since “C” code is subject specific

TEST NOTES/RECOMMENDATIONS

- ❖ 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.
- ❖ The “C” value also clears a school who submitted a TEST record only on a student who did not end up attending their school.

TEST NOTES/RECOMMENDATIONS

- ❖ **TEST Records with Blank Values:** Submitting a TEST record with a blank value in a test subject field that previously contained a value will **not** remove a student from the test roster for that subject.

Jane Doe –
ELA Assessment

- Initial TEST Record submission made
- ELA was a mistake

Jane Doe –
ELA Assessment
Correction

- Subsequent TEST Record submitted with blank in the Reading (ELA) Assessment field
- Nothing will happen
- Resubmit ELA with same data as previous ELA assessment, but with a “C” code

TEST NOTES/RECOMMENDATIONS

❖ Clear Codes & EXIT Records:

- ❖ The “C” code allows schools to remove students from assessment rosters if they were submitted in error as taking an assessment.
- ❖ EXIT records will remove students from a school or district’s state assessment roster, OTL reports, 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.

Jane Doe –
State Assessments
Upload

- Initial TEST Record submission made for Jane’s ELA, Math, and Science Assessments
- Jane moved to NE prior to testing window opening

Jane Doe –
State Assessments EXIT

- School will submit an EXIT record with Jane’s last day of membership
- EXIT will remove Jane from all State Assessments, as well as OTL Reports, Accountability performance, and participation calculations
- “C” code is only subject-specific

TEST NOTES/RECOMMENDATIONS

- ❖ **School Entry/EXIT Withdrawal Dates:** The School Entry Date on TEST records and the EXIT/Withdrawal Date on EXIT records should accurately reflect students that move within a district or to a different district during the school year. These dates are used to determine students included for participation and/or performance in accountability calculations.

School Entry Dates

- Students entering a particular school after March 6, 2015 do not have to be tested.

Exit/Withdrawal Date

- As of last day of membership
- Will remove students from a school or district's state assessment roster, OTL reports, and the accountability performance and/or participation calculations if prior to state assessments

TEST NOTES/RECOMMENDATIONS

❖ Accredited Private Schools:

- ❖ Follow same TEST guidance

When students are shared between public and private accredited schools:

Both will see an increase in Gained/Lost emails since students have more than one Accountability School.

Both should be careful to only submit TEST records for the subject areas where they intend to test the students.

Know once a TEST record has been successfully submitted to KIDS, a school does not need to “re-claim” the student to administer their state assessment.

Documents



DOCUMENTS

- ❖ **KIDS 2014 - 2015 File Specifications Document**
- ❖ **KIDS 2014-2015 Submission Details Document: STCO**
- ❖ **KIDS 2014-2015 Submission Details Document: TEST**
- ❖ **Guidelines for Determining KIDS Collection Building Identifier**
- ❖ **KIDS TEST Overview Document**
- ❖ **2015 Assessment Overview**
- ❖ **2015 Examiners' Manual**

Data

Quality



DATA QUALITY BEST PRACTICES

- ❖ Ensure D2 and D16 building fields are entered correctly regarding the responsible school and testing locations of students.
- ❖ Update school entry dates carefully on students that leave and re-enroll in the building.
- ❖ Be sure updated TEST records are sent when there are demographic or test type changes.

DATA QUALITY BEST PRACTICES

- ❖ Review test tickets in CETE for accuracy and if necessary submit corrected TEST records.
- ❖ Make sure EXIT records are sent promptly during the year since EXIT records are also used to create test tickets and in accountability calculations.
- ❖ Monitor KSDE listservs (KIDS INFO & Test Coordinator) carefully this year for any changes or announcements regarding testing.

Help

Resources



HELP RESOURCES

- ❖ KIDS Technical Support: KSDE Helpdesk 785-296-7935 or kids@ksde.org
- ❖ Accountability Helpdesk: 785-296-2261 or mo@ksde.org
- ❖ Assessments: Scott Smith at sesmith@ksde.org
- ❖ CETE assistance: www.ksassessments.org 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.

Q & A

- ❖ What specific TEST reporting situations are you unsure about?
- ❖ What questions do you have about the required TEST data fields?

THANKS FOR PARTICIPATING

- ❖ Please access the Quia website to complete a session evaluation. The link is shown below, but you will also receive the link in an email after this presentation is complete.

<http://www.quia.com/sv/681283.html>