

Assessment Error Resolution

Change Log

Date	Section Number/Name	Change Description
2/19/15	Assessment Verification FAQ	14.7.0 Updates – Change reference from Brerprof to Assessment Import
11/5/14	Entire document	Update screenshots and breadcrumb trail
6/28/13	Tasks 2 - 7	Updated screenshots
2/28/11	Assessment Verification FAQ	Updated the required reporting periods

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Assessment Verification FAQ:



When do I run Assessment Verifications?

Assessment Verifications can be run at anytime. The chart below contains specific reporting periods for each of the Assessments.

ASSESSMENT	REPORTED PERIOD K	REPORTED PERIOD N	IMPORT METHOD
KRAL	✓		Manually
OTELA		✓	Assessment Import
Preschool ECO	✓	✓	Manually
Preschool Assessment (GGG)	✓	✓	Manually
Student Achievement		✓	Assessment Import
OGT		✓	Assessment Import



Why do I run Assessment Verifications?

The Assessment Verification finds EMIS reporting errors and helps you clean-up or perfect your data before reporting to ODE.



Does the Assessment Verification fix the errors?

No, the Assessment Verification only finds the errors. It is up to you to fix the errors and then run the Assessment Verification again to verify the errors are no longer present.



Can the Assessment Verification be run multiple times?

Yes, the Assessment Verification can be run multiple times.



Can Assessment Verification be run from the building level as well as from the district and ITC levels?


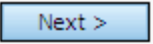

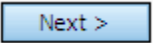








No, it can only be run at the District Level.



Is there anything else I should review prior to running the Assessment Verification?

Yes. For the OGT, Student Achievement and OTELA Assessments, you should go to the Assessment Import History and check the Assessment Import Management errors tab for records that could not be loaded because of mismatches. These records need to be corrected prior to running the Assessment Verification validations.

Task 1: Run Assessment Verification for any Assessment

1. Change your context to the district level and the current year.
2. Navigate to **StudentInformation** » **EMIS** » **Verify/Update and Transfer**.
3. On the **Request Type** tab, choose the  **Verify/Update DASL EMIS** option.
4. Click .
5. On the **Program Selection** tab, choose the appropriate EMIS **Reporting Period:** in the dropdown. Assessment Verification errors are reporting period specific.
6. Next, select .
7. Click .
8. Next, choose the buildings in the district you would like to run the Assessment Verification for.
9. Next, select from the following choices the test type for which you would like to run the Assessment Verification
 -  Kindergarten Readiness Assessment (K-RAL)
 -  OTELA
 -  Preschool ECO
 -  Preschool GGG
 -  Student Achievement
 -  Student Ohio Graduation Test
10. Click .
11. You will see the following on your screen while the Assessment Verification processes. .
12. Please be patient.
13. Once the process is complete, the Assessment Verification errors will display on the page.

Task 2: Correcting Assessment Verification - KRAL Errors

1. Assessment Verification errors are not interactive links. You can print the list from the screen and then review each of the student's records to make the necessary corrections. The correction may be needed on the student's profile, i.e., a disability condition or grade level, or it may be needed on the KRAL records.

Kindergarten Readiness Assessment - Literacy Record
From this screen, you can display, add, change and delete data pertaining to a student's KRA-L results.

Add KRA-L Record

	Test Part	Test Date	Accomm	Score Not Reported	Total Score
	Reading	05/2009	NO	*	025

2. For updates to the profile, correct the error and save your changes to the profile.
3. For errors in the KRAL testing record, either add or edit the KRAL record as required and save your changes.
4. See Appendix A for a list of common errors and resolutions for the KRAL Assessment Verification.

Task 3: Correcting Assessment Verification - OTELA Errors

1. Assessment Verification errors are not interactive links. You can print the list from the screen and then review each of the student's records to make the necessary corrections. OTELA corrections can be made on the student's Profile or on the Assessment/OTELA page.

Student Profile, FD-Attributes-Eff Date Tab

[Limited English Proficiency:](#) M - LEP Trial Mainsream, student is LEP & in trial mainstream [LEP Reclass Date:](#)

[Student Information](#) » [SIS](#) » [Student](#) » [Assessment](#) » [OTELA](#)

Ohio Test of English Language Acquisition

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

Add OTELA Record

				Reading		Writing		Listening		Speaking									
	Test Date	Grade	Acc	Score Not Reported	Score	Acc	Score Not Reported	Score	Acc	Score Not Reported	Score	Acc	Score Not Reported	Score	Comp	Prod Level	Prod Scored	Compos / Prod	
		12/2012	05	NO	*	895	NO	*	895	**	A	***	**	1	***	400	3	300	3
		03/2013	04	NO	*	902	NO	*	911	NO	*	929	NO	*	709	608			4
		03/2013	05	NO	*	980	NO	*	981	NO	*	987	NO	*	736	824			2
		03/2014	05	NO	*	291	NO	*	279	NO	*	300	NO	*	293	296			2
		03/2009	01	NO	*	276	NO	*	276	NO	*	309	NO	*	324	294			2

2. For updates to the profile, correct the error and save your changes to the profile.
3. For updates to the OTELA Assessment record, correct or add the record and save your changes.
4. See Appendix B for a list of common errors and resolutions for the OTELA Assessment Verification.

Task 4: Correcting Assessment Verification – Preschool ECO Errors

1. Assessment Verification errors are not interactive links. You can print the list from the screen and then review each of the student's records to make the necessary corrections. Preschool ECO corrections can be made on the student's Profile or on the Assessment/Preschool ECO page.

Preschool ECO Assessment Record					
From this screen, you can display, add, change and delete data pertaining to a student's Preschool ECO assessment results.					
Add Preschool ECO Record					
	Test Date	Test Part	Score Not Reported	Score	Progress
✖	Mar 29, 2012	Acquiring and Using Knowledge and Skills	*	3	F
✖	Mar 29, 2012	Positive Social Emotional Skills	A	*	*
✖	Mar 29, 2012	Taking Appropriate Action to Meet Needs	*	5	Y

2. For updates to the profile, correct the error and save your changes to the profile.
3. For updates to the Preschool ECO Assessment record, correct or add the record and save your changes.
4. See Appendix C for a list of common errors and resolutions for the Preschool ECO Assessment Verification.

Task 5: Correcting Assessment Verification – Preschool Assessment Errors (GGG)

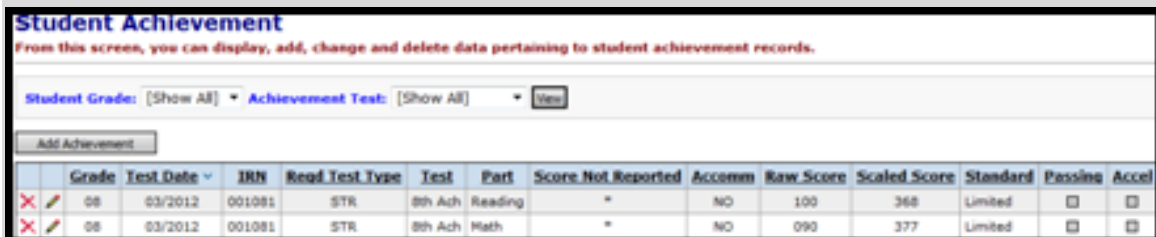
1. Assessment Verification errors are not interactive links. You can print the list from the screen and then review each of the student's records to make the necessary corrections. Preschool Assessment (GGG) corrections can be made on the student's Profile or on the Assessment/Preschool Assessment (GGG) page.

Preschool GGG Assessment Record										
From this screen, you can display, add, change and delete data pertaining to a student's Preschool GGG assessment results.										
Add Preschool GGG Record										
	Test Date	Picture Naming			Rhyming			Alliteration		
		Accomm	Score Not Reported	Score	Accomm	Score Not Reported	Score	Accomm	Score Not Reported	Score
X	10/2012	NO	*	010	NO	*	010	NO	*	010

2. For updates to the profile, correct the error and save your changes to the profile.
3. For updates to the Preschool (GGG) Assessment record, correct or add the record and save your changes.
4. See Appendix D for a list of common errors and resolutions for the Preschool GGG Assessment Verification.

Task 6: Correcting Assessment Verification – Student Achievement

1. Assessment Verification errors are not interactive links. You can print the list from the screen and then review each of the student's records to make the necessary corrections. Student Achievement corrections can be made on the student's Profile or on the Assessment/Student Achievement page.



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

Student Grade: [Show All] Achievement Test: [Show All] [View]

Add Achievement

	Grade	Test Date	IRN	Read Test Type	Test	Part	Score Not Reported	Accom	Raw Score	Scaled Score	Standard	Passing	Accel
✖	08	03/2012	001081	STR	8th Ach Reading		*	NO	100	368	Limited	<input type="checkbox"/>	<input type="checkbox"/>
✖	08	03/2012	001081	STR	8th Ach Math		*	NO	090	377	Limited	<input type="checkbox"/>	<input type="checkbox"/>

2. For updates to the profile, correct the error and save your changes to the profile.
3. For updates to the Student Achievement Assessment record, correct or add the record and save your changes.
4. See Appendix E for a list of common errors and resolutions for the Student Achievement Assessment Verification.

Task 7: Correcting Assessment Verification – OGT

1. Assessment Verification errors are not interactive links. You can print the list from the screen and then review each of the student's records to make the necessary corrections. Ohio Graduation Test corrections can be made on the student's Profile or on the Assessment/OGT page.

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

ADD NEW TEST

	Part	Test Date	Test Type	Grade at Test Time	Accommodations	Score Not Reported	Raw Score	Scaled Score	Grad Ring	Standard	Passing	Mar Admin IDN	Transferred From IDN	Re-report Time Period
✖	Math	03/2010	STR - Standard	10	NO	*	270	417	Y	Proficient		020910	*****	
✖	Reading	03/2010	STR - Standard	10	NO	*	280	419	Y	Proficient		020910	*****	
✖	Science	03/2010	STR - Standard	10	NO	*	275	413	Y	Proficient		020910	*****	
✖	Social Studies / Citizenship	03/2010	STR - Standard	10	NO	*	333	423	Y	Accommodated		020910	*****	
✖	Writing	03/2010	STR - Standard	10	NO	*	360	434	Y	Accommodated		020910	*****	

2. For updates to the profile, correct the error and save your changes to the profile.
3. For updates to the OGT Assessment record, correct or add the record and save your changes.
4. See Appendix F for a list of common errors and resolutions for the OGT Assessment Verification.

Appendix A: Assessment Verification Errors - KRAL

All are Period K Checks:

KG Student is missing a KRAL Test Record

Cause: All kindergarten students should have a KRAL Test Record. This message is received when the KG student does not have a KRAL Test Record.

Solution: Navigate to [StudentInformation](#) » [SIS](#) » [Student](#) » [Assessment](#) » [KRA-L](#) and add one for the student. If the student did not take the KRAL, then Reason Test Not Taken should have a value other than “*” for this assessment record.

KRAL Record has Reason Test Not Taken = L but FD record does not have Deaf/Blind Disability

Cause: The student's KRAL record indicates they did not take the test with a Reason Test Not Taken of L – The student has a disability condition and is deaf/or blind and is not required to take test. The student's profile, FD tab, disability condition does not have Disability Code 02, 03 or 04 which are the disability codes for vision and deafness.

Solution: Confirm this student's disability, and update his profile, FD tab, to have the correct disability code of 02, 03, or 04. Or if the L should not have been entered as the Reason Test Not Taken, update the KRAL record to have the correct information in the Reason Test Not Taken field.

Non KG Grade Level Student has a KRAL Assessment Record

Cause: The KRAL is only valid for KG students. The student has a KRAL test but his profile is showing that he has a different grade level than KG.

Solution: Verify the student's grade level. If he is a KG student, but is marked with a different grade level, correct the grade level on the student profile. If he is not a KG student, then the KRAL record needs to be removed.

KG Student should not have Reason Test Not Taken if not withdrawn

Cause: The KRAL record for the student has the Reason Test Not Taken field populated with J – Student moved in or out of district before test administered and the student has a null withdrawal date.

Solution: If the student withdrew prior to the KRAL being administered, then the student's admission history and Student Profile FS records should be corrected to show the withdrawal date. If the student was never withdrawn in StudentInformation, use the ‘withdraw student’ function to properly withdraw the student.

Appendix B: Assessment Verification Errors - OTELA

All are Period N Checks:

LEP Student missing an OTELA Assessment Record

Cause: A test record is to be submitted for each student identified as Limited English Proficient with a Y, L or M option reported on the LEP Status Element on the Student Demographic Record. This message is received if a student is reported with a Y, L or M option on the LEP field of the FD tab on the student profile and does not have an OTELA Assessment Record.

Solution: Navigate to [StudentInformation](#) » [SIS](#) » [Student](#) » [Assessment](#) » [OTELA](#) and add an OTELA assessment record for the school year in context. Or if the student should not have been marked LEP, correct the FD tab of his student profile indicating that he is not an LEP student.

Non-LEP Student has an OTELA Assessment Record but is not required to be reported

Cause: A student whose LEP field on the FD tab of the Student Profile is marked N - Not of Limited English Proficiency has an OTELA Assessment Record but it is not required to be reported.

Solution: If the OTELA Assessment Record is listed in error, go to [StudentInformation](#) » [SIS](#) » [Student](#) » [Assessment](#) » [OTELA](#) and delete the Assessment Record. If the student should actually be classified as being of Limited English Proficiency, navigate to the FD tab of the Student Profile [StudentInformation](#) » [SIS](#) » [Student](#) » [Edit Profile FY09](#) and correct the LEP field. Save the student's record.

Appendix C: Assessment Verification Errors – Preschool ECO

Period K Checks:

PS Student is missing a PS ECO Assessment Record

Cause: A PS student with a disability does not have an ECO Assessment Record.

Solution: Navigate to [StudentInformation](#) » [SIS](#) » [Student](#) » [Assessment](#) » [Preschool ECO](#) and add a Preschool ECO assessment record for the school year in context.

Non PS Grade Level Student has an ECO Assessment Record

Cause: A Preschool ECO assessment record exists for a student who is not a preschool student.

Solution: Navigate to [StudentInformation](#) » [SIS](#) » [Student](#) » [Assessment](#) » [Preschool ECO](#) and remove the Preschool ECO assessment record for the school year in context. Or if the student should actually be a preschool student, correct the student's grade level on the student profile.

Non-handicapped PS Student has ECO Assessment record in Period K reporting

Cause: A test record is to be submitted for each preschool student with a disability. In this instance, there is a PS ECO record for a student who does not have a disability code.

Solution: Navigate to [StudentInformation](#) » [SIS](#) » [Student](#) » [Assessment](#) » [Preschool ECO](#) and remove the Preschool ECO assessment record for the school year in context. Or if the student does have a disability, navigate to the FD-Attributes-Eff Date tab of the student profile, and update the disability condition field.

Period N Checks:

PS Student enrolled after December 1st is missing an ECO Assessment Record

Cause: PS students with a disability enrolled after December 1 are required to have a PS ECO assessment record be reported in Period N. This error occurs for students enrolled after December 1 who do not have a PS ECO assessment record.

Solution: Navigate to [StudentInformation](#) » [SIS](#) » [Student](#) » [Assessment](#) » [Preschool ECO](#) and add a Preschool ECO assessment record for the school year in context.

PS Student who withdrew from District is Missing an ECO Assessment Record

Cause: A PS student withdrew from the school, but does not have an ECO Assessment Record.

Solution: Navigate to [StudentInformation](#) » [SIS](#) » [Student](#) » [Assessment](#) » [Preschool ECO](#) and add a Preschool ECO assessment record for the school year in context. If the student moved out of the district prior to the test being administered, select J for Score Not Reported element.

Non-handicapped PS Student has ECO Assessment record in End of Year reporting

Cause: A test record is to be submitted for each preschool student with a disability. In this instance, there is a PS ECO record for a student who does not have a disability code.

Solution: Navigate to [StudentInformation](#) » [SIS](#) » [Student](#) » [Assessment](#) » [Preschool ECO](#) and remove the Preschool ECO assessment record for the school year in context. Or if the student does have a disability, navigate to the FD-Attributes-Eff Date tab of the student profile, and update the disability condition field.

Appendix D: Assessment Verification Errors – Preschool GGG

Period K & N Checks:

PS Student is missing a PS Assessment Record

Cause: A PS student does not have a Preschool Assessment Record.

Solution: Navigate to [StudentInformation](#) » [SIS](#) » [Student](#) » [Assessment](#) » [Preschool](#) and add a Preschool Assessment (GGG) record for the school year in context.

Non PS Grade Level Student has a Preschool Assessment Record

Cause: A Preschool assessment record exists for a student who is not a preschool student.

Solution: Navigate to [StudentInformation](#) » [SIS](#) » [Student](#) » [Assessment](#) » [Preschool](#) and remove the Preschool Assessment (GGG) record for the school year in context. Or if the student should actually be a preschool student, correct the student's grade level on the student profile.

Period N Checks:

PS Student not enrolled in the district at the time of the test needs a record with Reason Test Not Taken = J

Cause: A PS student enrolled in the district after May 2nd, and does not have a Preschool Assessment (GGG) Test Record, or (s)he has Preschool Assessment (GGG) Test Record with a value other than J in the Reason Test Not Taken field.

Solution: Navigate to [StudentInformation](#) » [SIS](#) » [Student](#) » [Assessment](#) » [Preschool](#) and if the student does not have a Preschool Assessment Record, add one with the Reason Test not Taken value as 'J'. If the student does have a Preschool Assessment (GGG), update the Reason Test not Taken field to J.

Appendix E: Assessment Verification Errors – Student Achievement

Period K Checks:

Grade 03 student is missing a 3rd grade reading achievement test record

Cause: A student in EMIS grade level 03 who was enrolled during the fall testing window does not have a 3rd grade reading achievement test record.

Solution: Navigate to [StudentInformation](#) » [SIS](#) » [Student](#) » [Assessment](#) » [Student Achievement](#) and add a Reading Achievement record for the school year in context.

Period N Checks:

Student is missing '05' grade 'Reading' Achievement Test Record

Cause: Students in EMIS Grades 03 through 08 must have a test record in the spring for the following test parts:

- Grade 03 – Math, Reading
- Grade 04 – Math, Reading, Writing
- Grade 05 – Math, Reading, Science, Social Studies
- Grade 06 – Math, Reading
- Grade 07 – Math, Reading, Writing
- Grade 08 – Math, Reading, Science, Social Studies

If the grade level student does not have the required Achievement Test for their grade level, this error message will be received.

Solution: Navigate to [StudentInformation](#) » [SIS](#) » [Student](#) » [Assessment](#) » [Student Achievement](#) and add the required test record.

Student has Achievement Test Record for Alternate Assessment but is not Handicapped

Cause: Alternate Assessment Achievement Tests are for students with a disability. This message is received when the Alternate Assessment is chosen for a student who does not have a disability code on the FD tab of the Student Profile.

Solution: Navigate to the FD Tab of the Student Profile and update the disability condition.

Appendix F: Assessment Verification Errors – OGT

Foreign Exchange Option ‘N’ – Student not required to have an OGT Record

Cause: A foreign exchange student who does not plan to graduate in Ohio AND who is not in the 10th grade is not required to have an OGT record. When a foreign exchange student who has ‘N’ specified in the Foreign Exchange Student Graduation Plan Element and is not in the 10th grade, but has an OGT record, this error message is received.

Solution: Navigate to [StudentInformation](#) » [SIS](#) » [Student](#) » [Assessment](#) » [OGT](#) and remove the OGT record for this student.

Foreign Exchange Option ‘L’ – Student not required to have an OGT record for Citizenship

Cause: A foreign exchange student who plans to leave the United States after graduation and who is not in the 10th grade, is not required to have a Citizenship OGT record. When a foreign exchange student who has ‘L’ specified in the Foreign Exchange Student Graduation Plan Element and is not in the 10th grade, but has a Citizenship OGT record, this error message is received.

Solution: Navigate to [StudentInformation](#) » [SIS](#) » [Student](#) » [Assessment](#) » [OGT](#) and remove the Citizenship OGT record for this student.

Student is on 504 Plan but has an OGT Assessment Record for Test Part (subject test part) with required test type not ‘STR’

Cause: A student who has a 504 Plan also has an OGT Test Type of ALT.

Solution: Navigate to [StudentInformation](#) » [SIS](#) » [Student](#) » [Assessment](#) » [OGT](#) for the subject test part where this error is being received, and change the test type to STR.

Student with no disability cannot have required test type = “ALT” on OGT assessment test part (subject test part)

Cause: A student without a disability code (‘**’ in disability code field) has the Alternate Test Type reported for his OGT.

Solution: Navigate to the FD Tab of the Student Profile and update the disability condition. Or if the student does not actually have a disability, navigate to [StudentInformation](#) » [SIS](#) » [Student](#) » [Assessment](#) » [OGT](#) for the subject test part where this error is being received, and change the test type to STR.

Student with ‘score not reported’ value = ‘P’ for Alternate assessment – invalid combination for test part (subject test part)

Cause: A student with Option P – Due to Timing of Alternate Assessment Determination selected in the Score Not Reported Element does not have Alternate test type selected for the test part (subject test part) indicated.

Solution: Navigate to [StudentInformation](#) » [SIS](#) » [Student](#) » [Assessment](#) » [OGT](#) for the subject test part where this error is being received, and change the test type to ALT.

Request Test Type ALT requires Accommodations value to be ‘NO’ for test part (subject test part)

Cause: A student with the ALT test type for his OGT has something other than ‘No’ in the Type of Accommodation Element field for the OGT.

Solution: Navigate to [StudentInformation](#) » [SIS](#) » [Student](#) » [Assessment](#) » [OGT](#) for the subject test part where this error is being received, and change the Accommodations value to No.

Student with Raw score or Scaled Score > 0 cannot have accommodations = ‘’ for test part (subject test part)**

Cause: A student has a raw score or a scaled scorer higher than 0 and has ‘**’ Not Applicable – student did not take the test selected for Accommodation field.

Solution: Navigate to [StudentInformation](#) » [SIS](#) » [Student](#) » [Assessment](#) » [OGT](#) for the subject test part where this error is being received, and change the Accommodations value to the correct selection other than ‘**’.

Student is missing required test record for test part (subject test part)

Cause: A student in grade 10-13 who was enrolled in the district prior to the last day of the school year is missing a spring OGT Assessment Record for the subject area indicated.

Solution: Navigate to [StudentInformation](#) » [SIS](#) » [Student](#) » [Assessment](#) » [OGT](#) for the subject test part where this error is being received, and add the required OGT Assessment Record.

OGT Assessment record for test part (subject test part) with Invalid Combination for Required Test Type and Raw Score

Cause: A student has a raw score value of ‘***’ and the required Test Type is ALT. This is an invalid combination.

Solution: Navigate to **StudentInformation** » **SIS** » **Student** » **Assessment** » **OGT** for the subject test part where this error is being received. Update the Raw Score value to something other than '***'.