

FY18 Period A Assessment Checklist

Change Log

Date	Section Number/Name	Change Description
5/29/18	ACT, SAT, IB and AP Assessments	Updated the Reminders section
5/18/18	CTE Industry Credential (GW)	Updated Score values and screenshot
5/18/18	EOC – End of Course Assessments (GE)	Added emphasis in section regarding AP & IB assessments indicating that ODE applies the scores after the scores are reported through the FA Transfers for AP & IB
5/18/18	Preschool ELA Assessment (GB)	Added 'H' to the accepted Score Not Reported reasons; instructions for students with a Score of 'E' Exempted added
2/15/18	KRA, PS ELA, Next Generation Assessment, EOC, Alternate Assessment High School, Alternate Assessment 3-8, OGT, NWEA Assessment (DORP)	Pursuant to ODE Change 63305, Score Not Reported reason 'M' is no longer a valid option for for FY18 forward
1/9/18	EOC – End of Course Assessments (GE)	Additional information provided for Score value when Score Not Reported = 2
11/9/17	WorkKeys	Updates due to delays in WorkKeys Version 2 assessment being released
10/31/17	ACT, SAT, IB and AP Assessments	Updated to indicate the AP Exam can be imported, and the import file is .csv format
10/16/17	OELPA (GF)	Updated the Assessment Window Dates
10/9/17	ACT, SAT, IB and AP Assessments	Added Reminder for ACT regarding Writing score

10/9/17	WorkKeys	Updates for new version
8/11/17	EOC - End of Course Assessments (GE)	Update to Accommodations values in screenshots for Score Not Reported reasons of 'W' and 'X'
6/14/17	OELPA	Added Score Not Reported Reason 'H'
6/12/17		Document creation for FY18

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Period A - Assessment Reporting

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

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

FA Student Assessment includes

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

KRA – Kindergarten Readiness Assessment (GO)

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

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

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

VALID OPTIONS FOR THIS ASSESSMENT		
ASSESSMENT WINDOW		ASSESSMENT DATE REPORTED
Fall	First Day of School – Nov. 1	July – Nov.

ASSESSMENT IMPORT AVAILABLE	Yes - KRA	.csv Format
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Reminders:

1. Be sure to use the correct test date (not the date the records are being loaded) when loading the import file.
2. When manually adding a KRA record, be sure to select the correct test date as the valid Assessment Area Codes are selected based upon the testing date.
3. Records for students who were required to take the test but did not test will need to be added manually.
4. For each manually added record, update the Accommodations value, Score Not Reported value, and test score, if needed.
5. Scores must be entered with the decimal position as well as points past the decimal (ex: 4.0).
6. The KRA assessment record is not reported for students in their second year of kindergarten.
7. The Score Not Reported Reason of 'Q' has been added as a valid option for the KRA. This option should be used for 'Student who was previously enrolled in

Kindergarten, is a kindergarten student again this year, but was not reported as retained during the Retention Collection.'

8. Beginning in FY17, the Error Bands (LLSE – Language Literacy Error Band; MSE – Mathematics Error Band; PDSE – Physical Development Error Band; and SFSE – Social Foundation Error Band) are no longer required for EMIS reporting. Whether importing the assessment results or manually adding them, these scores can continue to be included on the KRA Assessment Maintenance page, however, they will not be included in the transfer file to the data collector.
9. Kindergarten students that have an LEP designation of other than “*” are required to take the KRA.

Select the Assessment Date

Assessment Date: 9/1/2017

Language Literacy

Accommodations: *

Score Not Reported: *

Score: *

Mathematics

Accommodations: *

Score Not Reported: *

Score: *

Physical Development

Accommodations: *

Score Not Reported: *

Score: *

Social Foundations

Accommodations: *

Score Not Reported: *

Score: *

Preschool ELA Assessment (GB)

Preschool students who need an ELA record reported:

All preschool students without disabilities, ages 3-5 as of December 1, 20XX, that are enrolled in a preschool program funded or administered by the office of Early Learning and School Readiness are required to be assessed twice during the school year; once in the first half of the school year (fall) and once in the second half of the school year (spring). These programs include:

- a. Ohio's Early Childhood Education Programs, formerly "State Funded Public Preschool Grantee's"
- b. State Funded Special Education Preschool Teacher Units

All preschool students with disabilities, age 3-5 by December 1, 20XX, who receive preschool education and/or special education services are required to be assessed regardless of the funding source or type of service provided. In addition, all preschool students who only receive preschool special education itinerant services or only receive special education services are required to be assessed.

If an assessment is administered multiple times between July 1 and December 1, the following applies:

- a. For a newly enrolled child, only the first set of scores is reported to EMIS.
- b. For a child enrolled the previous year, report the score from the most recent assessment (or last score) as of December 1.

If an assessment is given multiple times between December 2 and the end of the school year, the following applies:

- a. For a newly enrolled child, only the first set of scores is reported to EMIS.
- b. For a child, enrolled prior to December 2 who has fall scores reported in the Early Learning Fall Assessments (A) Collection, report the final score as of May 15.

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

Note: A score of 'N' on the results document should be reported as: Score '***'; and Score Not Reported 'S'. A score of 'NE' on the results document should also be reported as: Score '***'; and Score Not Reported 'S'.

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

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

ASSESSMENT IMPORT AVAILABLE	Yes – PS ELA	.csv Format
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Reminders:

1. When manually adding Preschool ELA records, you will be required to select a date. Based on the date that is entered, the correct reporting fields for that reporting period will display.
2. Be certain to include records for students who did not test and include a Score Not Reported reason.
3. All parts must be completed before the record will save.
4. For each manually added record, update the Accommodations value, Score Not Reported value, and test score, if needed.
5. When importing the PS ELA import file, students who have received a scores of 'E – Exempted' will receive an error message on the Assessment Import Management page under the Errors tab. These records are not created, and must be created manually as the application cannot determine the appropriate Score Not Reported reason to be used.

Assessment Date: 10/15/2017

Awareness and Expression of Emotion

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

Score Not Reported: * - Option Not Applicable. Student took Test ☒

Score: *

Relationships with Adults

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

Score Not Reported: * - Option Not Applicable. Student took Test ☒

Score: *

Cooperation with Peers

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

Score Not Reported: * - Option Not Applicable. Student took Test ☒

Score: *

Phonological Awareness

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

Score Not Reported: * - Option Not Applicable. Student took Test ☒

Score: *

Create Cancel

Childhood Outcome Summary (COS) (GM)

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

The assessment date can be anytime during the school year, whenever the evaluation has been completed. A student could have zero, one, or two ECO results reported in each window depending on when the student enters and exits preschool special education.

The COS process must be completed no later than 30 days following a child's eligibility determination using information collected during the evaluation period for a newly referred or transitioning child. (Note: This change became effective 2/1/16.)

The COS process must be completed at least annually for every child receiving preschool special education services. It is recommended that the COS process be completed in conjunction with each annual IEP review meeting.

The COS process must be completed within 30 calendar days of the child exiting from preschool special education. Exit events include a reevaluation (i.e., reevaluation team report, RETR) resulting in termination of preschool special education eligibility, a reevaluation (RETR) resulting in eligibility for school age services, last day of preschool special education services prior to kindergarten transition, or withdrawal from preschool special education at parent request.

For any child who enters and exits preschool special education services in the same school year with 6 months or more between entry and exit dates, the COS process must be completed and reported twice (once at entry and once at exit)

Same-aged, typically developing peers enrolled in the same preschool special education program may also be assessed but these scores will not be reported in EMIS.

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

SCORE	SCORE NOT REPORTED	ACCOMMODATIONS
Social Emotional Skills,	*, A, B, D, F, J, R	**

Acquiring and Using Knowledge and Skills, Taking Appropriate Action to Meet Needs – Scores of 1-7, ***		
Related Progress Assessment Areas – Scores of F, N or Y, ***	*, A, B, D, F, J, R	**

VALID OPTIONS FOR THIS ASSESSMENT		
ASSESSMENT WINDOW		ASSESSMENT DATE REPORTED
Fall	Enrolled or Exited	July – Dec.
Spring	Enrolled or Exited	Jan. - June

ASSESSMENT IMPORT AVAILABLE	No
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Reminders:

1. Records for students who were required to take the test but did not test will need to be added manually.
2. For each manually added record, update the Accommodations value, Score Not Reported value, and test score, if needed.
3. If multiple EMIS reporting entities are providing instructional services, providing special education services, and/or required to report the same student, then the entity required to report the assessment record is determined by the value of the District Relationship Element (FS140) on the Student Standing records from each reporting entity. In general, the entity with the lower value in this element is required to report the testing record.

Student Information > SIS > Student > Assessment > Preschool COS						
Preschool COS Assessment Record						
From this screen, you can display, add, change and delete data pertaining to a student's Preschool COS assessment results.						
Add Preschool COS Record						
		Test Date	Test Part	Score Not Reported	Score	Progress
		Oct 15, 2017	Acquiring and Using Knowledge and Skills	*	5	F
		Oct 15, 2017	Positive Social Emotional Skills	*	2	F
		Oct 15, 2017	Taking Appropriate Action to Meet Needs	*	7	F

NGA – Next Generation Assessment (GN)

The NGA assessment is administered to students in Grades 3-8. This assessment replaced the Ohio Achievement Assessment.

ASSESSMENT AREA CODE	ASSESSMENT AREA CODE DESCRIPTION
C	Social Studies (4th and 6 th grades only)
M	Mathematics
R	Reading (3 rd grade only)
S	Science (5 th and 8 th grades only)
ELA	English Language Arts

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

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

ASSESSMENT IMPORT AVAILABLE	Yes – OCBA Import	.txt Format
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Reminders:

1. Records for students who were required to take the test but did not test will need to be added manually.
2. For each manually added record, update the Accommodations value, Score Not Reported value, and test score, if needed.
3. Every third-grade student must also have a Reading Promotion score record reported, even if they did not test. In that event, it would be added with a Reason Score Not Reported value.
4. Students who are not enrolled in a grade level 3-8 tested subject area due to being enrolled in a course for high school credit instead, are not required to take the test for this grade level, but would take the EOC assessment for that course instead. Example, 8th grade students taking Algebra I for high school credit instead of 8th grade math.

Add Assessment Result

Period of Test:
Fall Block

Fiscal Year of Test:
2018

Building of Test:
012817 - Ft. Jennings Elementary

Grade at Time of Test:
03 - Third Grade

Assessment Area:
03ELA - 03 English Language Arts

Required Test Type:
STR - Standard

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

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

Score:
480

Performance Level:
4 - Accelerated

Create
Cancel

Add Assessment Result

Period of Test:
Fall Block

Fiscal Year of Test:
2018

Building of Test:
012817 - Ft. Jennings Elementary

Grade at Time of Test:
03 - Third Grade

Assessment Area:
03REA - Grade 3 Reading Promotion

Required Test Type:
STR - Standard

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

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

Score:
52

Grade 3 Reading Promotion Status:
Yes - Student meets reading promotion score

Create
Cancel

EOC – End of Course Assessment (GE)

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

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

Any student who is enrolled in American History or American Government will take the EOC exam in that subject area. Students who have already taken an Advanced Placement or International Baccalaureate exam in Advanced Placement or International Baccalaureate courses in Biology, U.S. History or U.S. Government, do not have to take the EOC Exam in these subject areas. ***Once the AP and IB assessments are reported to ODE for these areas, ODE will calculate the number of points earned towards graduation points based on the score received on the assessment and the AP and IB Crosswalk to Graduation Points displayed below. An EOC record is not entered to report points earned for AP & IB exams.***

AP AND IB CROSSWALK TO GRADUATION POINTS		
ADVANCED PLACEMENT	INTERNATIONAL BACCALAUREATE	GRADUATION POINTS
4 or 5	6 or 7	5
3	4 or 5	4
2	2 or 3	3
Not applicable	Not applicable	2
1	1	1

Students Receiving Credit for EOC without taking EOC Assessment

There are multiple options for students to meet the requirements for the EOC assessment without taking the EOC assessment. For some students, these ‘points’ may have been earned in prior years. If your district has not reported EOC Assessment records for students meeting the criteria below, those records need to be created and

reported. Please see examples EOC examples of how to report an EOC with Score Not Reported reason of W, X and Y in *examples (1), (2), (3) and (4) below*.

Assessment records that must be entered for current year as well as those not previously reported for prior years include the following:

SUBSTITUTE TESTS – Class of 2018

- Students taking Advanced Placement or International Baccalaureate courses in Biology, U.S. History or U.S. Government, may take tests specially designed for these courses instead of the state end-of-course test for that kind of course to avoid double testing. (*See AP & IB Crosswalk to Graduation Points chart in section above*)
- Students taking College Credit Plus courses in these subjects will use the course grade, not end-of-course test points, to determine their points earned toward graduation. (*See College Credit Plus Course Grade chart below*)
- For the science end-of-course test, a student may choose between physical science or biology, depending on which course the student took.

COLLEGE CREDIT PLUS COURSE GRADE (SOCIAL STUDIES AND SCIENCE SUBSTITUTE COURSES)	OHIO GRADUATION POINTS
A or B	5
C	4
D	3
Not applicable	2
Not applicable	1
F – Fail or drop the course	0

SUBSTITUTE TESTS – Classes of 2019 and beyond

- Students taking Advanced Placement or International Baccalaureate courses in American history or American government may take tests specially designed for these courses instead of the state end-of-course test for that kind of course, to avoid double testing. (*See AP & IB Crosswalk to Graduation Points chart above*)
- Students taking College Credit Plus courses in these subjects will use the course grade, not end-of-course test points, to determine their points earned toward graduation. (*See College Credit Plus Course Grade chart above*)

Graduation points for course grades prior to July 1, 2015

The student is in the Graduating Classes of 2018 and beyond. (This is not applicable for students choosing the new OGT options.)

- The student received credit on their transcript for a course taken prior to July 1, 2015.
- The course didn't have a state end-of-course test available at the time the student was enrolled in the course.
- The student will receive graduation points based on the course grade.
- The following conversion chart should be used to determine the number of graduation points a student will receive based on the grade the student receives for high school courses prior to end-of-course tests being available.

HIGH SCHOOL GRADE	OHIO GRADUATION POINTS
A	5
B	4
C Earned Credit or Passed Course	3
D	2
Not applicable	1

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

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

- W – Assessment Score Not Reported because student received graduation credit for assessment area due to course completion prior to end of course

assessment availability; Number in score field represents number of graduation points earned

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

Follow this link to obtain the Score values for the Alternative Assessment instruments for determining diploma eligibility of students attending a chartered nonpublic school (Also attached as Appendix A) -

https://education.ohio.gov/getattachment/Topics/Quality-School-Choice/Private-Schools/Chartered-Nonpublic-School-Information/noncharter_nonpublic_pls.pdf.aspx

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

Student took Biology for high school credit in the 14/15 school year, prior to the assessment being available. The Fiscal Year of the test value should be the fiscal year in which the student completed the course. Student Received an 'A' for the course. The following values should be entered for this record:

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

Example (2) Course taken for High School Credit prior to any EOC Assessment Availability:

Junior (11th) grade student took an Algebra I course for High School Credit in 13/14 as an 8th grader. The EOC was not yet available. The Fiscal Year of the test value should be the fiscal year in which the student completed the course. The Student received a 'B' in the course. The Score or graduation points for a 'B' in this course equate to a '4' based on the referenced chart.

Field	Value
Period of Test	Spring
Fiscal Year of Test	2014
Building of Test	Building student was in
Grade at Time of Test	8 th
Required Test Type	STR
Assessment Area	Algebra I
Score Not Reported	W
Accommodations	**
Score	4
Performance Level	4

Example (3) Graduation credit received for completion of dual credit course (CCP):

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

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

Example (4) Student transferred in from *out of state or home school*:

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

Field	Value
Period of Test	Spring
Fiscal Year of Test	2016
Building of Test	***** - IRN not disclosed
Grade at Time of Test	10th
Required Test Type	STR
Assessment Area	Algebra I
Score Not Reported	Y
Accommodations	**
Score	***
Performance Level	Any – This is not reported

Performance Level values are based on the number of Graduation Points received (see chart below).

PERFORMANCE LEVEL	GRADUATION POINTS
Advanced	5
Accelerated	4
Proficient	3
Basic	2
Limited	1

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

VALID OPTIONS FOR THIS ASSESSMENT		
SCORE	SCORE NOT REPORTED	ACCOMMODATIONS
000-999, ***	*, A, B, C, D, E, F, G, H, I, J, W, X, Y, Z	**, NO, Y1, Y2, Y3

VALID OPTIONS FOR THIS ASSESSMENT		
ASSESSMENT WINDOW		ASSESSMENT DATE REPORTED
Fall Block		December regardless of actual Test Date

Spring Regular		April regardless of actual Test Date
Spring Block		May regardless of actual Test Date (ODE has indicated they may be accepting April dates for this window also)
Summer	July	July

ASSESSMENT IMPORT AVAILABLE	Yes – OCBA Import	.txt Format
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Reminders:

1. Records for students who were required to take the test but did not test will need to be added manually. This includes students who received credit for the test but did not take the test.
2. For each manually added record, update the Accommodations value, Score Not Reported value, and test score, if needed.
3. All prior year EOC records will be included in the FY18 transfer file to ODE for EMIS reporting. Districts need to make sure they have manually added records for students with a Score Not Reported reason that have also received graduation points, even if those records are for past years, and if those records have not been previously entered.
4. EOC records are not entered for students taking the alternate assessments.

Add Assessment Result

Period of Test:*

Spring

Fiscal Year of Test:*

2018

Building of Test:*

012625 - FT. JENNINGS HIGH SCHOOL

Grade at Time of Test:*

10 - Tenth Grade

Required Test Type:*

STR - Standard

Assessment Area:*

BIOL - Biology

Score Not Reported:*

* - Option Not Applicable, Student took Test

Accommodations:*

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

Score:*

742

Performance Level:

5 - Advanced

Create

Cancel

Alternate Assessment (AASCD), High School (GX)

The Alternate Assessment (AASCD) for students in high school is reported with a record type of GX, which is associated with the Ohio Graduation Test (OGT) assessment record type.

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

ODE will calculate the number of graduation points to be awarded for each alternate assessment taken as a '3' when the alternate assessment score is reported as well as a Special Education Grad Requirement (FE) record. No EOC assessment record is added for these assessments.

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

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

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

ASSESSMENT IMPORT AVAILABLE	Yes – OCBA Import	.txt Format
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Reminders:

1. Records for students who were required to take the test but did not test will need to be added manually.
2. For each manually added record, update the Accommodations value, Score Not Reported value, and test score, if needed.
3. These records are imported using the OCBA import upload.
4. When using the import to load these records, the Accommodations value should automatically be updated.
5. The import file is a .txt format.

6. If applicable, be sure to update the Special Education Grad Records (FE) to indicate if the student is exempted from the consequences of not passing a specific assessment.


StudentInformation > SIS > Student > Assessment > OGT

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

Building IRN - Spring Test Administration: 012625 - Fort Jennings High School ▼

Test Type: * ALT - Alternate ▼

Part: * MATH - Math ▼

Test Date: * 03/10/2018 

Grade at Time of Test: * 11 ▼

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


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

Scaled Score: 322

Raw Score: ***

Required for Graduation: * ▼

Re-report Time Period: ▼

Transferred From IRN: - 

Save Save and New Cancel

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

The Alternate Assessment (AASCD) for students in grades 3-8 is reported with a record type of GA, which is associated with the Student Achievement (GA) assessment record type.

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

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

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

VALID OPTIONS FOR THIS ASSESSMENT	
ASSESSMENT WINDOW	ASSESSMENT DATE REPORTED
Spring (Alternate Only) February through April	February – March ** manual not yet updated


ASSESSMENT IMPORT AVAILABLE	Yes – OCBA Import	.txt Format
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Reminders:

1. Records for students who were required to take the test but did not test will need to be added manually.
2. For each manually added record, update the Accommodations value, Score Not Reported value, and test score, if needed.
3. These records are imported using the OCBA import upload.
4. When using the import to load these records, the Accommodations value should automatically be updated to NO.
5. The import file is a .txt format.

Student Achievement

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

Building IRN - Spring Test Administration:	012617 - Fort Jennings Elementary Sch
Test Grade/Type:	6th Ach - Alternate
Part:	MATH - Math
Test Date:	02/12/2018 
Grade at Time of Test:	06
Accommodations:	NO - Student did not receive accommodations on the STR test or took ALT
Score Not Reported:	* - Option Not Applicable, Student took Test
Scaled score:	322
Raw score:	***

Save

Save and New

Cancel

ACT, SAT, IB and AP Assessments

Each of the EMIS reportable assessments in this section are available for transfer in the in the FA transfer file. All prior year records will also be included in the transfer file. The SAT Subject Scores are not EMIS reportable, so they are not available in the transfer file.

Beginning in FY17, a 'day' date value is to be reported with the ACT and SAT in addition to the month and year.

ASSESSMENT AREA CODE	ASSESSMENT AREA CODE DESCRIPTION
Varied for each of the Assessment Types	

SCORE	SCORE NOT REPORTED	ACCOMMODATIONS
Varied for each of the ACT and SAT Assessment Types/Areas, and per Area in each of the Assessment Types	*, A, B, C, D, E, F, H, I, J, K, L, 3, 4	**
AP 1-5	*	**
IB 1-7	*	**

VALID OPTIONS FOR THIS ASSESSMENT		
ASSESSMENT WINDOW		ASSESSMENT DATE REPORTED
ACT, SAT	Actual Test Dates Will Vary	Jan. – Dec. (Include day date)
IB	Actual Test Dates Will Vary	Nov. and May
AP	Actual Test Dates Will Vary	May

ASSESSMENT IMPORT AVAILABLE		
ACT	Yes	.txt Format
SAT	Yes - SAT (Old Format) results prior to 10/2015	.txt Format
SAT	Yes - Redesigned SAT (New Format as of 10/2015) for both SAT Reasoning and SAT Subject Records dated 10/2015 and forward	.csv Format
AP	Yes	.csv Format
IB	No	














Reminders:

1. ACT (American College Testing Assessment) results are available for download from ACT in an electronic format and the districts must contact ACT for details. The import file for ACT results needs to be in a .txt format.
2. In order for the ACT Writing score to be included in the Transfer file to the Data Collector, the score must be in the Writing Subject Score field. (Writing is no longer required.)
3. The 'SAT (Old Format)' import requires the SAT import file to be in a .txt format.
4. The 'Redesigned SAT (New Format as of 10/2015)' import requires the SAT import file to be in a .csv format.
5. A complete listing of the Assessment Areas for each of these assessments can be found in the EMIS Manual, Chapter 2.8, Student Assessment Record.
6. The IB results will need to be manually entered for any student taking those assessments.
7. The SAT Reasoning scores are the SAT records reported to ODE. The SAT Subject scores are not reported to ODE.
8. If a student didn't take all of the required subjects for the ACT or the SAT that are needed as an End of Course assessment replacement, the student needs two separate ACT or SAT records to be added:
 - a. One should contain the scores for the parts the student took. This record should also have a Score Not Reported value of '*'.
 - b. The second record should represent the parts they were required to take but did not. The score value should be '****' for the parts not taken. Then the Score Not Reported value should be a value other than '*' that indicates the reason the student didn't take these test parts.

ACT (American College Testing Assessment):

StudentInformation > SIS > Student > Assessment > ACT [Find Students] [Go To]

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

Testing Date:	<input type="text"/>	 
English Score:	<input type="text"/>	
English Usage/Mechanics Sub Score:	<input type="text"/>	
English Rhetorical Skills Sub Score:	<input type="text"/>	
Mathematics Score:	<input type="text"/>	
Mathematics Pre-Algebra/Elementary Algebra Sub Score:	<input type="text"/>	
Mathematics Intermediate Algebra/Coordinate Geometry Sub Score:	<input type="text"/>	
Mathematics Plane Geometry/Trigonometry Sub Score:	<input type="text"/>	
Reading Score:	<input type="text"/>	
Reading Social Studies/Sciences Sub Score:	<input type="text"/>	
Reading Arts/Literature Sub Score:	<input type="text"/>	
Science Score:	<input type="text"/>	
Composite Score:	<input type="text"/>	
Combined English/Writing Score:	<input type="text"/>	
Writing Test Sub Score:	<input type="text"/>	
Essay Comments:	<div>01 -   02 -   20 -   21 -  </div> 	
Writing Subject Score:	<input type="text"/>	
Writing Domain Score: Ideas and Analysis:	<input type="text"/>	
Writing Domain Score: Development and Support:	<input type="text"/>	
Writing Domain Score: Organization	<input type="text"/>	
Writing Domain Score: Language Use and Conventions	<input type="text"/>	
Writing National Norms	<input type="text"/>	
English Language Arts (ELA) Score:	<input type="text"/>	
English Language Arts (ELA) National Norms:	<input type="text"/>	
STEM Score:	<input type="text"/>	
STEM National Norms:	<input type="text"/>	
Understanding Complex Text:	<input type="text"/>	
Progress Toward Career Readiness:	<input type="text"/>	


Copyright © 1997-2015 Software Answers, Inc. Activate Windows
Go to PC settings to activate Windows.

SAT (The Scholastic Aptitude Test - Reasoning)

StudentInformation > SIS > Student > Assessment > SAT Reasoning Test


SAT Reasoning Test Scores


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


Testing Date:* 

Grade at Time of Test:*

Pre - 2016 SAT Reasoning Scores

Critical Reading Score: 


Math Score: 


Writing Score: 

Writing Multiple-Choice Sub Score:

Essay Sub Score:

Redesigned SAT Reasoning Scores

Evidence-Based Reading and Writing Section Score: 

Math Section Score: 

Reading Test Score:

Writing and Language Test Score:

Math Test Score:

Analysis in Science Cross-Test Score:

Analysis in History/Social Studies Cross-Test Score:

Words in Context Subscore:

Command of Evidence Subscore:

Expression of Ideas Subscore:

Standard English Conventions Subscore:

Heart of Algebra Subscore:

Passport to Advanced Mathematics Subscore:

Problem Solving and Data Analysis Subscore:

Essay Reading Subscore:

Essay Analysis Subscore:

Essay Writing Subscore:

Total SAT Score:


SAT (The Scholastic Aptitude Test - Subject)

StudentInformation > SIS > Student > Assessment > SAT Subject Tests

SAT Subject Test Scores

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

Subject Test: *

Testing Date: * 

Grade at Time of Test: *

Score: *


International Baccalaureate (IB)

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

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

International Baccalaureate (IB)

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

Testing Date: * 

Assessment Area Code: *

Assessment Result: *


Advanced Placement (AP)

StudentInformation > SIS > Student > Assessment > AP Exams

AP Exam Scores

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

Subject: *

Testing Date: * 

Score: *

OGT Records (GX)

Beginning in the 14/15 school year, students enrolled as first time 9th grade students and below will no longer take the OGT (GX) assessment. These students will be assessed using the End of Course (GE) exams.

Students grade 10 and above in the 14/15 school year and earlier are still required to take the OGT (GX) assessment.

ASSESSMENT AREA CODE	ASSESSMENT AREA CODE DESCRIPTION
S	Science
M	Math
R	Reading
W	Writing
C	Social Studies/Citizenship

SCORE	SCORE NOT REPORTED	ACCOMMODATIONS
000-999, ***	*, A, B, C, D, E, F, H, I, J, K, P, S	**, NO, Y1, Y2, Y3

VALID OPTIONS FOR THIS ASSESSMENT		
ASSESSMENT WINDOW		ASSESSMENT DATE REPORTED
Fall	Oct. – Nov.	Oct. – Nov.
Spring	Spring	
	STR test type in March	March
	ALT test type late Feb. - April	Feb. – March** Manual not yet updated
Summer	Summer prior to current school year, non-summer graduates	June – July
Summer	Summer after current school year (Period G reporting), summer graduates only	June - July

ASSESSMENT IMPORT AVAILABLE	Yes - OGT	.txt Format
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Reminders:

1. StudentInformation will report the latest attempt for each test part regardless of test date.
2. Foreign exchange students must take the OGT. The graduation plan of a foreign exchange student makes no difference on the requirement to test;

- they are not exempt. If your foreign exchange students were not tested an OGT record with Score Not Reported element must be submitted.
- As a general guideline, an OGT record should be reported for students for each subject(s) until the student passes the test.
 - Make sure the **Required for Graduation:** field is marked correctly on the OGT record, especially for those IEP students who do not have to actually pass the test in order to graduate. Although this field isn't reported to EMIS, StudentInformation looks to this value for other processes such as the Who Needs It and Transcripts. When a student took the OGT in a prior year and since that time, has been placed on an IEP and is no longer required to pass the OGT to graduate, a new OGT test record for this year's testing date will need to be added with the value of No in the **Required for Graduation:** field. Students are required to take the test one more time after it is determined the student does not need to pass the test to graduate.
 - A JVS is only to report testing results for students who enroll directly into the JVS without enrolling in the resident district.
 - If a student is not tested during a required administration (fall and/or spring), a record for each test the student should have taken is to be submitted by the district for the most recent test administration for which the student was enrolled. The appropriate option is to be reported in the Score Not Reported Element for these situations.
 - Summer Graduates:** OGT Test records should be reported for students who were enrolled in the district the previous school year and graduated prior to the start of the new school year as a result of passing the summer administration of the OGT. Report OGT results for these graduates during the upcoming Period G.

StudentInformation > SIS > Student > Assessment > OGT

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

Building IRN - Spring Test Administration: 012617 - Fort Jennings Elementary Schi

Test Type: STR - Standard

Part: SSC - Social Studies / Citizenship

Test Date: 03/12/2018

Grade at Time of Test: 12

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

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

Scaled Score: 352

Raw Score: ***

Required for Graduation: Y

Re-report Time Period:

Transferred From IRN: -

Save Save and New Cancel

OELPA (GF)

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

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

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

VALID OPTIONS FOR THIS ASSESSMENT		
ASSESSMENT WINDOW		ASSESSMENT DATE REPORTED
Spring	February 5 – March 30	Jan – March ** not yet updated in manual

ASSESSMENT IMPORT AVAILABLE	Yes - OELPA	.txt Format
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Reminders:

1. When manually entering an OELPA record, the areas under Listening, Reading, Speaking and Writing must be completed in order for the record to save. Users can complete the remaining areas (Ex. Comprehension Score, Proficiency Status, etc.) or leave them blank and the record will save as long as the required fields have been completed. The import will populate all fields displayed on the OELPA Assessment Maintenance page that have values for them contained in the import record.
2. If multiple EMIS reporting entities are providing instructional services, providing special education services, and/or required to report the same student, then the entity required to report the assessment record is determined by the value of the

District Relationship Element (FS140) or the value of either of the Sent Reason Elements (FS200 or FS230) on the Student Standing records from each reporting entity.

A student with a District Relationship of '1' during any part of the testing window is required to have the appropriate assessment record(s) reported by the district reporting this relationship; for Career Technical students refer to the Career-Technical Students section above. In addition, a student who has a Sent Reason of 'CT – Contract Career-Technical Education Participant', 'JV- Joint Vocational School District Program Participant', 'MR – DD program participant', 'OS – State School (OSB or OSD) program participant', or 'PI - Proprietary Institution Program Placement' and is enrolled in the district during any part of the testing window is required to have the appropriate assessment record(s) reported.

Since an individual student may have multiple Student Standing records reported, it is possible for more than one entity to meet the above criteria (e.g., the student moved during the testing window). In this case, both districts would have to report the assessment record(s) unless noted otherwise.

3. Report the scaled score of each test area/subject in the Score Element. If the required student did not test for a particular required Assessment Area, report the reason in the Score Not Reported Element.
4. When using the Assessment Import process for the OELPA, in the Test Date field, enter the date the assessment was taken.
5. The following abbreviations may appear on some assessment records: DNA – Did Not Attempt; and INV – Invalidated. A test is 'attempted' once the student has started the test (had the opportunity to view at least one item). A domain test is 'not attempted' if the student never started the domain test (i.e., the student never had the opportunity to view any items.) A test is invalidated when a student is caught cheating or the test is compromised.

Student Information > SIS > Student > Assessment > OELPA

Add Student
Go To

Ohio English Language Proficiency Assessment (OELPA) - Create

Assessment Date: 03/12/2018
Grade at Time of Test: 05 - Fifth Grade

Listening

Accommodations: NO - Student did not receive accommodations on the STR test or took ALT
Score Not Reported: - Option Not Applicable, Student took Test
Score: 622
Standard Error: 5
Performance Level: 4

Reading

Accommodations: NO - Student did not receive accommodations on the STR test or took ALT
Score Not Reported: - Option Not Applicable, Student took Test
Score: 628
Standard Error: 6
Performance Level: 4

Speaking

Accommodations: NO - Student did not receive accommodations on the STR test or took ALT
Score Not Reported: - Option Not Applicable, Student took Test
Score: 652
Standard Error: 2
Performance Level: 4

Writing

Accommodations: NO - Student did not receive accommodations on the STR test or took ALT
Score Not Reported: - Option Not Applicable, Student took Test
Score: 616
Standard Error: 2
Performance Level: 4

Comprehension

Score:
Standard Error:

Proficiency Status

Proficiency Status:

Overall Score

Score:
Standard Error:

Create
Cancel

CTE Industry Credentials (GW)

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

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

ASSESSMENT AREA CODE	ASSESSMENT AREA CODE DESCRIPTION
Various as contained in the EMIS Manual, Section 2.8, Student Assessment Record	

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

VALID OPTIONS FOR THIS ASSESSMENT		
ASSESSMENT WINDOW		ASSESSMENT DATE REPORTED
Fall	Assessment Dates will vary	Year and Month Credential Earned
Spring	Assessment Dates will vary	Year and Month Credential Earned


ASSESSMENT IMPORT AVAILABLE	No
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Reminders:

1. If a student receives an industry credential prior to the close of the Graduate (G) reporting period, the district should report the industry credential during period G reporting. This is in addition to reporting it during Collection Window A – Assessments.
2. Industry Credentials may be reported by either the JVSD or the home district, but only one of the districts needs to report the record. Most students will only have a single record reported, but if a student has multiple credentials, multiple records may be reported.

CTE Industry Credential

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

Testing Date: * 

Assessment Area: *

Score: *

Select Score

N - Fail

P - Pass

Save

Save and New

Cancel

CTE Student Assessment (GY – OCTCA)

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

ASSESSMENT AREA CODE	ASSESSMENT AREA CODE DESCRIPTION
Various as contained in the EMIS Manual, Section 2.8, Student Assessment Record	

VALID OPTIONS FOR THIS ASSESSMENT		
SCORE	SCORE NOT REPORTED	ACCOMMODATIONS
CTE Technical		
000-100, ***, I, N, P, A	*, T, V	**
CTE Portfolio		
000-100, ***, I, N, P, A	*, F, T, V	**

VALID OPTIONS FOR THIS ASSESSMENT		
ASSESSMENT WINDOW		ASSESSMENT DATE REPORTED
Fall	Actual assessment dates will vary	Always January of year reported, regardless of year taken

ASSESSMENT IMPORT AVAILABLE	Yes - OCTCA	.txt Format
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Reminder:

1. This record should be reported by the district that employs the CTE Workforce development instructor.
2. Regardless of what test date is entered, the transfer to the data collector will report January 1st.
3. The Portfolio Assessment Score should only be completed for students enrolled in a Teaching professions course with the EMIS subject code 350011.
4. A record with a Score Not Reported reason should be reported for any student who is a 'concentrator' that did not test. These will need to be manually entered.
5. Please refer to the Office of Career-Technical and Adult Education (CTE) web site for additional information on rules and legislation, test implementation dates, scoring standards and up-to-date information on CTE Assessments. Information about the CTE Technical Assessments and Career Paths for the Teaching Professions Portfolio Assessment is located on the Ohio Department of Education's web site.

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

CTE Student Assessment (OCTCA)

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

CTE Technical Score

CTE Portfolio Score

Test Date:* 05/01/2018 x

CTE Student Assessment Code:* 10MC - Ground Transportation v

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

CTE Technical Score:* 098

Save

Save and New

Cancel

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

CTE Student Assessment (OCTCA)

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

CTE Technical Score

CTE Portfolio Score

Test Date:* 05/01/2018 x

CTE Student Assessment Code: 14TP - Teaching Professions-State Development Portfolio v

Reason Portfolio Score Not Reported: * - Option Not Applicable, Student took the test. v

CTE Teaching Professions Portfolio Score:* ***

Save

Save and New

Cancel

NWEA Assessment (DORP) (GD)

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

ASSESSMENT AREA CODE	ASSESSMENT AREA CODE DESCRIPTION
M	Mathematics
R	Reading

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

VALID OPTIONS FOR THIS ASSESSMENT		
ASSESSMENT WINDOW		ASSESSMENT DATE REPORTED
Fall	Aug. – Nov.	Aug. – Nov.
Spring	March – June	March - June

ASSESSMENT IMPORT AVAILABLE	Yes - DORP	.csv Combo File Format
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Reminders:

1. Records for students who were required to take the test but did not test will need to be added manually.
2. The Assessment Import requires the Combo import file format to be used.
3. Some students are also tested in the Science area for DORP, but Science is not an EMIS reportable assessment area and does not load to the DORP Assessment Maintenance page at the present time.

Add Assessment Result

Grade at Time of Test:
Assessment Area:
Required Test Type: STR - Standard
Score Not Reported: * - Option Not Applicable, Student took Test
Accommodations: NO - Student did not receive accommodations on the STR test or took ALT
Score:

Create
Cancel

WorkKeys (WK)

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

There are two versions of the WorkKeys.

- Version 1 – Prior to 6/1/17
- Version 1 or 2 – If the date of assessment is on or after 6/1/17, an Assessment Version dropdown will appear, and you must select which version of the assessment is being entered. This update was made effective 17.1.6 release due to the delay of the WorkKeys Version 2 assessment being released.

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

VALID OPTIONS FOR THIS ASSESSMENT		
SCORE	SCORE NOT REPORTED	ACCOMMODATIONS
000-999	*	**

VALID OPTIONS FOR THIS ASSESSMENT		
ASSESSMENT WINDOW		ASSESSMENT DATE REPORTED
Spring	Actual assessment dates will vary	Actual month and year of administration

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

Reminders:

1. Score option '****' is no longer valid for this assessment, and can no longer be entered. Test records with '****' as the Score element will not be included in the transfer file to the data collector.
2. From FY17 forward scores can be entered for one of the assessment areas and the page will save. This accommodates students who take different parts of the assessment on different days.
3. The value for the Test Grade Level is '**' and is defaulted in the WorkKeys transfer file.

4. Scores for Version 1 and Version2 cannot be mixed with each other. For credit students must complete all of Version 1 or all of Version 2.

Select the Assessment Version

Assessment Version
Version 1
Version 2

Next Cancel

Version 1

Assessment Date: 6/1/2017

Locating Information

Score:* 12

Mathematics

Score:*

Reading

Score:*

Create Cancel

Version 2

Assessment Date: 7/1/2017

Applied Math - Version 2.0

Score:* 6

Graphic Literacy - Version 2.0

Score:* 12

Workplace Documents - Version 2.0

Score:* 4

Create Cancel

Import Assessment Records from Vendor Files

Navigation: StudentInformation – SIS – Assessment – Assessment Imports

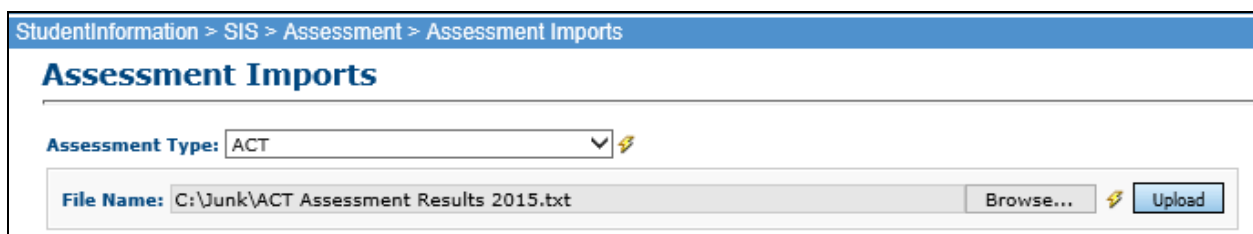
The assessment imports page provides the ability to import results from vendor files. The import is available for the following assessments:

- ACT
- OCBA – Gr. 3-8 Next Generation Assessments and End of Course Exams, Alternate Assessments
- OCTCA
- OGT
- OELPA
- PLAN
- SAT (Old Format)
- Redesigned SAT (New Format as of 10/2015)
- KRA
- DORP
- PS ELA

Imports Displayed in dropdown but should not be used during FY17 and forward

- OAA
- OAA & OGT Alternate Assessments (both types in the same file)
- OTELA
- PARCC

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



StudentInformation > SIS > Assessment > Assessment Imports

Assessment Imports

Assessment Type:

File Name:

Reminders for Importing:

1. The district must be in context.
2. Navigate to the page and use the drop-down list to select the type of assessment being imported.
3. Test Date – if importing OCTCA or KRA results, there will be an additional prompt for the date of the assessment.

4. Browse – browse for the vendor file. This file can contain assessment results for a single building, single district or entire ITC.
5. Upload – Once you have selected the assessment type and the file, upload the results. This may take a few minutes depending on the number of student records in the import file. Once the upload is complete, a message details how many records were successfully uploaded and requests student records be verified by clicking **View Import Management**.

Assessment Import Management

Navigation: StudentInformation – SIS – Assessment – Assessment Import Management

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

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

StudentInformation > SIS > Assessment > Assessment Import Management

Assessment Import Management







From this screen, you can manage assessment import records that have a building IRN accessible through the school and school year in context.

Import: Jun 29 2016 07:49:AM - ewing , jeff - OCBA - 3-8 OH State Tests.txt ▼

[Import Another File](#)

[Unmatched Records](#) [Matched Records](#) [Errors](#)

i The following records were included in the import file but are not yet assigned to a student in StudentInformation.

	Line No.	First	Middle	Last	Test	BirthDate	Building IRN	District IRN	Records
 	1				EndCrse		001701	046300	1
 	2				EndCrse		001701	046300	1
 	3				EndCrse		001701	046300	1

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

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

Run reports to verify assessment data

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

EMIS Folder

1. State Assessment Below Reported Score Report
 - a. This report allows you to search various years for the following assessments along with their scores:
 - i. Grades 3-8 Achievement (GA)
 - ii. Preschool ELA (GB)
 - iii. End of Course Assessments (GE)
 - iv. KRA (GO)
 - v. Next Generation Assessments (GN)
 - vi. OGT (GX)
 - vii. Preschool COS (GM)
 - viii. CTE Industry Credential (GW)
 - ix. OCTCA (GY)
 - x. OELPA (GF)
2. State Assessment Report
 - a. This report allows you to search various years for the following assessments along with their scores:
 - i. Grades 3-8 Achievement (GA)
 - ii. Preschool ELA (GB)
 - iii. End of Course Assessments (GE)
 - iv. KRA (GO)
 - v. Next Generation Assessments (GN)
 - vi. OGT (GX)
 - vii. Preschool COS (GM)
 - viii. CTE Industry Credential (GW)
 - ix. OCTCA (GY)
 - x. OELPA (GF)

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

Verify Student Assessment and correct errors

This section is under construction, and will be updated as soon as possible at the time updates are made in the StudentInformation system.

Transfer Student Assessment Records to the Data Collector

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

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

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

StudentInformation > EMIS > Assessment Reporting Collection (A)

EMIS - Create Flat Files - Select Files

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

Request Type | Program Selection

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

Transfer Type:*

☐ Flat file transfer

☒ Flat file transfer for Data Collector

< Back Submit Cancel

Appendix A – Alternative Assessment Score values when Using Score Not reported = 2

Alternative Assessment instruments for determining diploma eligibility of students attending a chartered nonpublic school.

Ohio Revised Code 3313.619 provides for determining chartered nonpublic school students' high school diploma eligibility through the use of assessment instruments as alternatives to Ohio State Tests. Eligibility is determined by the substitution of tests and attaining the cut scores as described in Table 1.

Table 1 – Tests that may be used as proxies for OST tests by students attending chartered nonpublic schools for purposes of determining diploma eligibility

OST Test	Performance Level	Iowa Test	Iowa Test Cut Score	Terra Nova Test	Terra Nova Test Cut Score
American Government	Advanced	Iowa Assessments Forms E and F Levels 15-17/18 Social Studies	353	Terra Nova 3 Social Studies Level 21/22	763
	Accelerated		327		739
	Proficient		271		698
	Basic		224		672
	Limited		Below 224		Below 672
American History	Advanced	Iowa Assessments Forms E and F Levels 15-17/18 Social Studies	316	Terra Nova 3 Social Studies Level 19	713
	Accelerated		292		697
	Proficient		246		670
	Basic		216		652
	Limited		Below 216		Below 652
Algebra 1	Advanced	Iowa Assessments Forms E and F Levels 15-17/18 Mathematics	321	Terra Nova 3 Mathematics Level 19	763
	Accelerated		298		734
	Proficient		271		706
	Basic		254		687
	Limited		Below 254		Below 687
Biology	Advanced	Iowa Assessments Forms E and F Levels 15-17/18 Science	315	Terra Nova 3 Science Level 20	735
	Accelerated		301		724
	Proficient		263		692
	Basic		235		668
	Limited		Below 235		Below 668
English 1	Advanced	Iowa Assessments Forms E and F Levels 15-17/18 Reading, Written Expression, Vocabulary (ELA Total Score)	310	Terra Nova 3 Reading Level 19	731
	Accelerated		291		712
	Proficient		260		684
	Basic		239		664
	Limited		Below 239		Below 664
English 2	Advanced	Iowa Assessments Forms E and F Levels 15-17/18 Reading, Written Expression, Vocabulary (ELA Total Score)	320	Terra Nova 3 Reading Level 20	742
	Accelerated		298		721
	Proficient		272		694
	Basic		243		666
	Limited		Below 243		Below 666
Geometry	Advanced	Iowa Assessments Forms E and F Levels 15-17/18 Mathematics	340	Terra Nova 3 Mathematics Level 20	783
	Accelerated		311		748
	Proficient		279		718
	Basic		245		685
	Limited		Below 245		Below 685

The points toward graduation are earned for the performance levels the same as for an Ohio State Test as shown below. For example, advanced level performance is worth five points and limited is worth one point. To earn the limited level points, the student MUST have taken the test; no points are to be conferred if the student has not taken the test.

PERFORMANCE LEVEL	GRADUATION POINTS
Advanced	5
Accelerated	4
Proficient	3
Basic	2
Limited	1

For more information, please contact gradrequirements@education.ohio.gov