FY19 Period A Assessment Checklist

Change Log

Date	Section Number/Name	Change Description
2/15/19	OGT Records (GX)	Info added regarding Performance Level
2/15/19	ACT, SAT, IB and AP Assessments	Update regarding ACT Import Update regarding AP Exam Import
1/10/19	OGT Records (GX)	Updates due to changes in the Assessment Import file
12/20/18	Next Generation Assessments	Removed Assessment Area Code for Social Studies
12/20/18	OELPA	Updated Assessment Area Code for Speaking
12/20/18	Alternate Assessment (AASCD), High School GX	Added Assessment Area Code for Writing
12/20/18	Alternate Assessment (AASCD), Grades 3-8	Removed Assessment Area Code for Social Studies
12/12/18	Next Generation Assessments	Updated the Import Information
11/29/18		Document creation for FY19

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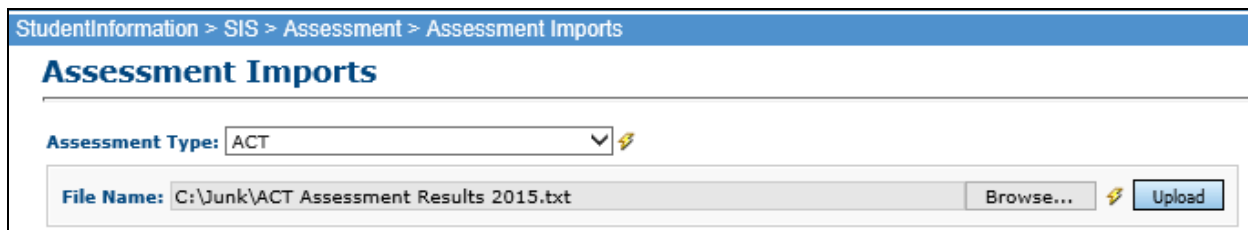
Assessment Imports

The chart below includes all the available assessment imports and pertinent data to each.
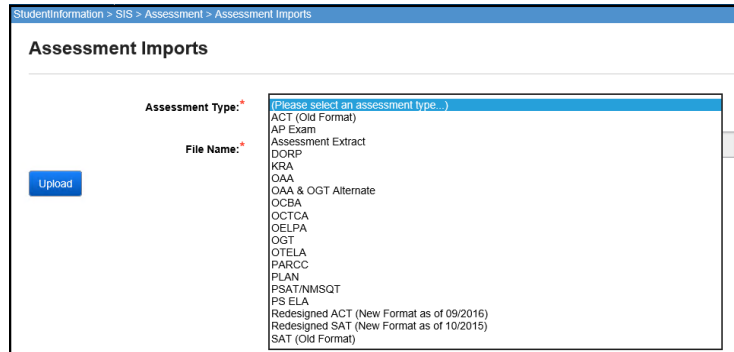
Import Name	Assessment Type	Status	File Layout Required
ACT (Old Format)		Not Used	
AP Exam	AP Exams	Current	.csv
Assessment Extract	Assessment Import File (various assessments)	Current	.csv
DORP	DORP or NWEA Assessment (MAP)	Current	.csv Combo File Format
KRA	KRA	Current	.csv
OAA		Not Used	
OAA & OGT Alternate		Not Used	
OST	Next Generation Assessment, End of Course Assessment, Alternate Assessments (AASCD)	Current	.txt
OCTCA	WebXam; CTE Student Assessment; OCTCA	Current as of 18.2.0 Release	.csv
OELPA	OELPA	Current	.txt
OGT	OGT	Current	.txt
OTELA		Not Used	
PARCC		Not Used	
PLAN	PLAN (pre-ACT) Scores	Current	.txt
PSAT/NMSQT	Preliminary SAT/National Merit Scholarship Qualifying Test	Current	.xlsx
PS ELA	Preschool ELA	Current	.csv
Redesigned ACT (New Format as of 09/2016)	ACT	Current	.txt
Redesigned SAT (New format as of 10/2015)	SAT	Current	.csv
SAT (Old Format)		Not Used	

Navigation: StudentInformation – SIS – Assessment – Assessment Imports

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.

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, PS ELA 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 indicates student records can be verified by clicking **View Import Management**.
6. If an import file is reloaded, or if a different import file is loaded for the same assessment type, any records for the same student with the same test date and test type will overwrite the existing data in the assessment maintenance page.

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.

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 (Period G), 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
- AP – AP Exam
- GB – Preschool ELA Assessment
- GF – OELPA
- GM – Preschool Child Outcome Summary (COS)
- GO – KRA
- GW – CTE Industry Credential
- GX - OGT
- GY – CTE Student Assessment (OCTCA)
- 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 Import	.csv Format

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. The Error Bands (LLSE – Language Literacy Error Band; MSE – Mathematics Error Band; PDSE – Physical Development Error Band; and SFSE – Social

Foundation Error Band) are not 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 ⊛

[ ] 📅 *

[Next] [Cancel]

Assessment Date: 9/1/2018 ⊛

Language Literacy

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

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

Score: * [   ]

Mathematics

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

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

Score: * [   ]

Physical Development

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

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

Score: * [   ]

Social Foundations

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]

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
   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

Reminders:
1. When manually adding Preschool ELA records, be sure to select the date the assessment was given, not the date you are entering the record.
2. Be certain to include records for students who did not test with a Score Not Reported reason.
3. When manually entering Preschool ELA records, data must be entered for each area of the Assessment before the record will save. For each manually added record, update the Accommodations value, Score Not Reported value, and test score, if needed.
4. 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.

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 COS 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, Acquiring and Using Knowledge and Skills,	*, A, B, D, F, J, R	**

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

Reminders:
1. Records for students who were required to take the test, but did not test will need to be added manually. For each manually added record, update the Accommodations value, Score Not Reported value, and test score, if needed.
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) 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.

StudentInformation > 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
🗑	✏	Sep 15, 2018	Acquiring and Using Knowledge and Skills	*	5	F
🗑	✏	Sep 15, 2018	Positive Social Emotional Skills	*	3	F
🗑	✏	Sep 15, 2018	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
M	Mathematics
R	Reading (3rd grade only)
S	Science (5th and 8th 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	3rd Grade ELA only, October 22 - November 3	November
Spring	Test windows vary depending upon grade level, subject area, online or paper testing	April regardless of actual test date
Summer	3rd Grade ELA only, July 8-12	July

ASSESSMENT IMPORT AVAILABLE	Yes – OST Import	.txt Format

Reminders:
1. An assessment record will need to be added manually for students who were required to take the test but did not test. For each manually added record, update the Accommodations value, Score Not Reported value, and test score, if needed.
2. Every third-grade student must also have a Reading Promotion score record reported, even if they did not test. If the student did not test, but was required to test, an assessment record will need to be added with a Score Not Reported reason.
3. 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 ⊗

Field	Value
Period of Test:*	Fall Block
Fiscal Year of Test:*	2019
Building of Test:*	018457 - BARBERTON ELEMENTARY WEST
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 ⊗

Field	Value
Period of Test:*	Fall Block
Fiscal Year of Test:*	2019
Building of Test:*	018457 - BARBERTON ELEMENTARY WEST
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:*	46
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.]

Students who will graduate under the EOC Assessments Pathway are required to accumulate at least 18 points, altogether, on the seven (7) state tests. They must meet the following minimums when comprising the 18 points:
1. English – 4 points
2. Math – 4 points
3. Science & Social Studies – 6 points
4. Any content areas – Additional 4 points

The seven assessment areas are:
1. English 1
2. English 2
3. Algebra 1 (or Integrated Math 1)
4. Geometry (or Integrated Math 2)
5. American History
6. American Government
7. Biology – the Science EOC is Biology for all students in the classes of 2019 and beyond.

Advanced Placement (AP) and International Baccalaureate (IB)
Students studying state-approved Advanced Placement (AP), International Baccalaureate (IB) or college-level courses in **biology, American history or American Government** may take substitute AP Assessments, IB Assessments or College Level course scores in place of the end-of-course tests. Scores for these assessments are entered only in the AP or IB assessment maintenance screens. EOC records are not entered for the AP or IB substitute assessments; however, the Grad Points Summary for each student will include the results of these assessments in the Summary.

Substitute Tests for Science, American History or American Government
1. Advanced Placement
2. International Baccalaureate
3. College Level Courses

College Credit Plus (CCP) courses or approved AP/IB tests, in the subject area, will satisfy the end-of-course graduation test requirement for **American History, American Government and Biology.** The college course grade earned under College Credit Plus or AP/IB test scores **may earn** graduation points in place of the end-of-course tests.

It is important to note, while students can earn graduation points for College Credit Plus coursework and AP/IB test scores in biology, **districts must administer the biology end-of-course tests to all students to satisfy federal testing requirements.**

College Credit Plus students may use your course grade. AP/IB students may use their test scores OR the biology end-of-course test score to earn graduation points, whichever is higher.

Students completing a College Credit Plus course in American History or American Government will not need to sit for the end-of-course tests in the subject area and may earn graduation points based on the letter grade in the course.

There are **no College Credit Plus/AP/IB substitutions** for mathematics or English Language Arts.

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 in StudentInformation 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

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

Students Receiving Credit for EOC without taking EOC Assessment

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.*) The scores for these assessments are entered only on the AP or IB Assessment Maintenance screens.
- 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 in section above*)
- For the science end-of-course test, a student may choose between physical science or biology, depending on which course the student took.

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	

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.*

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. (This example would also apply for students who took courses as follows: 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 values would simply be the ones that apply to the 8th grader's situation.)   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	9th
Required Test Type	STR
Assessment Area	Biology
Score Not Reported	W
Accommodations	**
Score	5
Performance Level	5

Example (2) 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	11th
Required Test Type	STR
Assessment Area	American/United States Government
Score Not Reported	X
Accommodations	**
Score	4
Performance Level	4

Example (3) 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

Example (4) Student received graduation credit for alternative Non-Public school EOC assessment prior to public district enrollment:

Sophomore (10th) grade student transferred into a public school from a Non-Public school. His freshman year at the Non-public took an Algebra I and the Iowa Test. He scored a 275 which is equal to '3' (see Appendix A).

Field	Value
Period of Test	Spring
Fiscal Year of Test	2018
Building of Test	******
Grade at Time of Test	9th
Required Test Type	STR
Assessment Area	Algebra I
Score Not Reported	2
Accommodations	**
Score	3
Performance Level	3

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, 2	**, NO, Y1, Y2, Y3

VALID OPTIONS FOR THIS ASSESSMENT		
ASSESSMENT WINDOW		ASSESSMENT DATE REPORTED
Fall Block	December 3 – January 12	December regardless of actual Test Date
Spring Regular	March 25 – May 11	April regardless of actual Test Date
Spring Block	March 25 – May 11	May regardless of actual Test Date (ODE has indicated they may be accepting April dates for this window also)
Summer	July 15 – July 26	July

ASSESSMENT IMPORT AVAILABLE	Yes – OST Import	.txt Format

Reminders:

1. Records for students who were required to take the test, but did not test will need to be added manually. This includes certain 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 FY19 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.

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 OST 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
W	Writing

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 – OST Import	.txt Format

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 OST import upload.
4. When using the import to load these records, the Accommodations value should automatically be updated.
5. 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: `004127 - Buckeye High School`

Test Type:* `ALT - Alternate`

Part:* `MATH - Math`

Test Date:* `03/01/2019`

Grade at Time of Test:* `10`

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: `328`

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 OST assessment record format from the testing company.

ASSESSMENT AREA CODE	ASSESSMENT AREA CODE DESCRIPTION
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 – OST Import	.txt Format

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 OST import upload.
4. When using the import to load these records, the Accommodations value should automatically be updated to NO.

Student Achievement

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

Building IRN - Spring Test Administration: `021089 - Litchfield Elementary School` ▾

Test Grade/Type:* `6th Ach - Alternate` ▾

Part:* `MATH - Math` ▾

Test Date:* `02/15/2019` × 📅

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 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. 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. ACT Import now imports multiple ACT assessments within the same month. Ex., if a student took the ACT twice in February, the first record will import with a date of 2/1/XX and the second record will import with a date of 2/2/XX. Both records are then included in the transfer file to the Data Collector.
4. The 'Redesigned SAT (New Format as of 10/2015)' import requires the SAT import file to be in a .csv format.
5. The SAT Reasoning scores are the SAT records reported to ODE. The SAT Subject scores are not reported to ODE.
6. If a student didn't take all 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.
   c. When adding two separate records, they will need to have two different dates, ex. February 2 and February 3, or they will be seen as duplicates by the Data Collector.
7. The IB results will need to be manually entered for any student taking those assessments.
8. 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.
9. The AP Exam will only load assessment records in the year the assessment was taken. If you have assessment results from 17/18 and attempt to load them in the 18/19 school year, the import will advise that all records were imported but that no scores loaded. Check the assessment test dates, and then import into the 17/18 school year, and the records will import successfully.

ACT (American College Testing Assessment):

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

Testing Date: [   ] 📅 ⚡

English Score: [   ]
English Usage/Mechanics Sub Score: [   ]
English Rhetorical Skills Sub Score: [   ]

Mathematics Score: [   ]
Mathematics Pre-Algebra/Elementary Algebra Sub Score: [   ]
Mathematics Intermediate Algebra/Coordinate Geometry Sub Score: [   ]
Mathematics Plane Geometry/Trigonometry Sub Score: [   ]

Reading Score: [   ]
Reading Social Studies/Sciences Sub Score: [   ]
Reading Arts/Literature Sub Score: [   ]

Science Score: [   ]

Composite Score: [   ]

Combined English/Writing Score: [   ]
Writing Test Sub Score: [   ]
Essay Comments:
```
01 -
02 -
20 -
21 -
```
⬆ ⬇ ← → ⇐ ⇒ [   ]

Writing Subject Score: [   ]
Writing Domain Score: Ideas and Analysis: [   ]
Writing Domain Score: Development and Support: [   ]
Writing Domain Score: Organization [   ]
Writing Domain Score: Language Use and Conventions [   ]
Writing National Norms [   ]

English Language Arts (ELA) Score: [   ]
English Language Arts (ELA) National Norms: [   ]

STEM Score: [   ]
STEM National Norms: [   ]

Understanding Complex Text: [▼]

Progress Toward Career Readiness: [▼]

[Save] [Save and New] [Cancel]

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Activate Windows
Go to PC settings to activate Windows.

SAT (The Scholastic Aptitude Test - Reasoning)

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: _____

[Save] [Save and New] [Cancel]

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:* [   ]

[Save] [Save and New] [Cancel]

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:* [05/01/2018] 📅

Assessment Area Code:* [IB10 - Biology - Higher Level   ▼]

Assessment Result:* [4   ]

[Save] [Save and New] [Cancel]

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:* [European History   ▼]

Testing Date:* [05/11/2018] 📅

Score:* [3   ]

[Save] [Save and New] [Cancel]

OGT Records (GX)

Beginning with the OGT Assessments taken in the Fall of 2018 forward, the assessment results file layout has changed. Due to this change, the OGT results from tests taken in the fall of 2018 forward will need to be manually entered.

Beginning in the fall of FY19 any students who are still utilizing the OGT assessment to complete graduation can take the same OGT assessment up to and including three (3) times during the fiscal year. Since the OGT can be taken multiple times per month, a 'day date' value can now be reported with the OGT assessment record.
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 through the Summer 2018 results - OGT	.txt Format

Reminders:

1. Beginning in FY19, a 'day' date will be required to be reported with the OGTs taken in FY19 forward. Be sure to include the actual date of the assessment; this will allow multiple assessments in the same month to be reported accurately.
2. OGT Assessment results from Fall 2018 forward will need to be manually entered into StudentInformation for each student at *StudentInformation > SIS > Student > Assessment > OGT*. The Performance Level will also be available to be completed for assessments with test dates of Fall 2018 forward.
3. StudentInformation will report the latest attempt for each test part regardless of test date.
4. 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.
5. A JVS is only to report testing results for students who enroll directly into the JVS without enrolling in the resident district.
6. **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.

OGT and Alternate Assessment Scores

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: `022178 - Madison High School ▾`

Test Type:* `STR - Standarc ▾`

Part:* `MATH - Math ▾`

Test Date:* `9/18/2018  × 📅`

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 ▾`

Overall Performance Level: `2 - Basic ▾`

Re-report Time Period: `▾`

Transferred From IRN: `_____` - `_____ 🔍`

[Save] [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
SPKG	Speaking
W	Writing

VALID OPTIONS FOR THIS ASSESSMENT		
SCORE	SCORE NOT REPORTED	ACCOMMODATIONS
000-999, ***	*, A, B, C, D, E, F, H, I, J, L	**, 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

Reminders:
1. When manually entering an OELPA record, the areas under Listening, Reading, Speaking and Writing must be completed 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 if 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 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.

Ohio English Language Proficiency Assessment (OELPA) - Create

[Create] [Cancel]

Assessment Date:* 02/12/2019

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:*	632
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:*	615
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 2.8.1, 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

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, each credential should be reported.

CTE Industry Credential

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

Testing Date:* 11/29/2018

Assessment Area:* CA08 - Adobe Certified Expert After Effects CS5

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 - Summative		
000-100, ***, I, N, P, A	*, T, V	**
CTE Portfolio - Summative		
000-100, ***, I, N, P, A	*, F, T, V	**
CTE Subject Code Assessments	*	**
000-100		

VALID OPTIONS FOR THIS ASSESSMENT		
ASSESSMENT WINDOW		ASSESSMENT DATE REPORTED
Fall **Summative**	Actual assessment dates will vary	Can be reported with actual test date or with January of year reported, regardless of year taken
Fall **Subject Code Assessments**	Actual assessment dates will vary	Reported with the date test taken

ASSESSMENT IMPORT AVAILABLE	Yes - OCTCA	.txt Format

Reminder:
1. This record should be reported by the district that employs the CTE Workforce development instructor.
2. **Summative Assessments –** will have an alpha score and the format for the assessment type is NNAA.
3. **Subject Code Assessments** – will have a numeric score and the format for the assessment type is AAAN.

4. The Portfolio Assessment Score should only be completed for students enrolled in a Teaching professions course with the EMIS subject code 350011.
5. For the Summative Assessments, a record with a Score Not Reported reason is required to be reported for any student who is a 'concentrator' that did not test. These will need to be manually entered.
6. 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:*   04/15/2019

CTE Student Assessment Code:*   19MC - Media Arts

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

CTE Technical Score:*   P

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:*   05/01/2019

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

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

CTE Teaching Professions Portfolio Score:* 079

Save   Save and New   Cancel

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: *   04/15/2019 📅

CTE Student Assessment Code: *   AEE0 - Livestock Selection, Nutrition, and Management ⌄

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

CTE Technical Score: *   83

[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, 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

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.

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 Reported in Periods A, D and G

ASSESSMENT IMPORT AVAILABLE	No

Reminders:
1. Score option '***' is not 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. 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 Version 2 cannot be mixed with each other. For credit students must complete all of Version 1 or all of Version 2.
5. Class of 2019 must earn a **score of 13** on the WorkKeys, with a minimum score of 3 in each test assessment area of the WorkKeys.
6. Class of 2020 and 2021 must earn a **score of 14** on the WorkKeys with a minimum score of 3 in each test assessment area of the WorkKeys.

Select the Assessment Version   ⊗

Assessment Version
Version 1
Version 2

[Next] [Cancel]

Version 1

Assessment Date: 6/1/2017   ⊛

Locating Information

Score:* [3   🗎]

Mathematics

Score:* [6   ]

Reading

Score:* [4   ]

[Create] [Cancel]

Version 2

Assessment Date: 10/12/2018 ⊗

Applied Math - Version 2.0

Score:* 7

Graphic Literacy - Version 2.0

Score:* 3

Workplace Documents - Version 2.0

Score:* 6

Create   Cancel

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 _StudentInformation_ > _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

The Assessment Verifications have been updated to be a useful tool when trying to verify your assessment data. Now each of the assessment verifications have a blue interactive link for the student's name which will take you to their assessment page where you can review the issue, add a needed record, or update the values such as 'Score Not Reported' fields.

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.

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