PARCC Performance Based Assessment (PBA) and End of Year (EOY) Data Verification and Cleanup

After the administration of a Districtwide Assessment, local education agencies (LEAs) must verify and amend student participation and demographic data from the assessments. This year for PARCC, data verification and cleanup will take place in two stages, once for the PBA and once for the EOY. The purpose of the data verification and cleanup is to prepare PBA and EOY data to be matched, to ensure that only valid test attempts for students move forward to scoring and standard setting, and to facilitate analysis of item responses that is part of the standard setting process. LEAs may conduct this process at the school or LEA level. Most of the work of data verification and cleanup will take place within the Pearson Access Next system, but voiding of tests must be requested from OSSE via spreadsheet or google form. Please direct any questions on PARCC data verification and cleanup to OSSE.Assessment@dc.gov. Guidance on data verification for the NCSC Alternate Assessment will be forthcoming to LEAs administering that assessment.

1. Paper Tests: Resolve Rejected Student Test Alerts

Paper tests may be rejected if the information of their test booklets cannot be matched to the information in Pearson Access Next. Potential causes include: 1) Demographic mismatch, 2) Organization codes not found or 3) Student record not found. School and/or LEA Test Coordinators should go to Pearson Access Next and check for rejected student tests, according to the guidance available here: http://avocet.pearson.com/PARCC/Home#8682 . OSSE will give permission to resolve rejected tests to all LEA Test Coordinators; they may grant this permission to School Test Coordinators if they choose. If rejected tests are not resolved, they will not be scored, and students will not receive score reports or count as participants.

Deadlines: 5/22 for PBA, 6/26 for EOY

2. Computer Tests: Close out all test sessions.

See guidance here: http://avocet.pearson.com/parcc/home#7431. Student tests that are not completed or marked complete will not be scored, and students will not receive score reports or count as participants. Only students in "ready" status who did not test should not be marked complete, they should be removed from sessions.

Deadlines: Before signing the post-test affidavits

3. Data Cleanup: Download the Student Test Update File

The student test update file is available from the Import/Export menu in Pearson Access Next. This file combines student registration, personal needs profile (PNP) and test attempt

information for all students in your school/LEA. It will be used to complete all other cleanup and verification activities. File field definitions for the student test update file are available under the "support" tab in Pearson Access Next. OSSE will give permission to complete the student test update file to all LEA Test Coordinators, they may grant this permission to School Test Coordinators if they choose.

4. Data Cleanup: Student Names, USIs and Testing Organizations

For each student in the test update file, check that student names (Column A), USIs (Column F), and LEA/School codes (Columns B and C) are correct. If there are any students registered with a completed test attempt in your test update file who are not registered to your LEA, please notify OSSE ASAP so the student test attempt can be moved. This is especially important for students in non-public placements (NPPs). LEA Test Coordinators should ensure that all students in NPPs are registered under the correct LEA code.

Deadlines: 5/29 for PBA, 7/2 for EOY

5. Data Cleanup: Verify/Update Demographic and PNP information

For each student, confirm that demographic fields and PNP information are correct and match student records in SLED. (Demographic : Column M, Columns O – AC, PNP: Columns AQ – CD). This is especially important for the EOY as this information will be pulled to generate PARCC score reports. Edit as needed.

Deadlines: 5/29 for PBA, 7/2 for EOY

6. Mark Not Tested Reasons

For computer-based student test registrations in status "assign" in column CS (which indicates a test has been assigned but not taken), mark Column CT with a "Y" and apply a Not Tested Reason Code in column CU. See the list of not tested reasons in Appendix A. Any computer based student in "assign" status without a not tested code will be counted as a non-participant.

For paper-based students who did not have a test booklet sent back for scoring, mark Column CT with a "Y" and apply a Not Tested Reason Code in column CU. See the list of not tested reasons in Appendix A.

Deadlines: 5/29 for PBA, 7/2 for EOY

7. Resolve duplicate/multiple test registrations

The vast majority of students should have one math and one ELA test record for PBA and EOY, for a total of four records. Using a pivot table or other method, filter for students in the PBA and EOY test update file with more than two test registrations. Using the test attempt information, verify which test registrations are correct.

If a student attempted no questions in the extra registrations (for example, they were registered for an extra test in an incorrect grade or course, but never opened the incorrect test), mark Column CT with a "Y" and add a not-tested reason in Column CU. See the list of not tested reasons in Appendix A.

If a student did attempt any questions in the extra registrations (for example, they started the test and saw that correct accommodations were not available, then re-started in a new test registration with correct accommodations), the LEA should request that OSSE apply an appropriate void code to the extra registrations. See instructions for void and report suppression requests in Appendix B. Any extra registrations without void codes will move forward to scoring, and may cause delays or problems with matching up the students' PBA and EOY scores.

Deadlines: 5/29 for PBA, 7/2 for EOY

8. Request other voids or report suppressions

If tests should be voided or reports suppressed for other reasons, request that action from OSSE using instructions in Appendix B. As a reminder, voided tests will not be scored and will not receive a score report. Tests with suppressed reporting will be scored, but test data may or may not be applied to the school or LEA. In cases of test security invalidations, OSSE may apply a void code or suppress a report without a request from the LEA.

For optional math tests given to high school students, including Algebra I, Algebra II, ELA I, ELA III, Integrated Math I and Integrated Math III, reports will be automatically suppressed from school and LEA level results and will only be reported at the student level. Report suppression requests do not need to be submitted for these tests.

For students in NPP, reports will only be applied to the individual and LEA levels, non-public schools do not receive school reports. Report suppression requests do not need to be submitted for these students.

Deadlines: 5/29 for PBA, 7/2 for EOY

9. Upload/Submit

Upload the corrected Student Test Update file to Pearson Access Next using the import/export function. Be sure you upload to the correct test administration.

Deadlines: 5/29 for PBA, 7/2 for EOY

Deadline Summary:

Computer session closeout: no later than 10 days after the conclusion of testing
Paper rejected test resolution: 5/22 for PBA, 6/26 for EOY
All other data cleanup and verification, void requests and upload: 5/29 for PBA, 7/2 for EOY

Appendix A: Not Tested Reasons

Not tested reasons should be entered in column CU for any test registration with no test attempt information.

Not Tested Reason Code	DC Explanation
00	Absent
01	No longer enrolled in school
02	Approved Medical Exemption
03	Student new to the US – ELA Only
04	Student Eligible for Alternate Assessment (NCSC)
05	Other
06	Student registered under incorrect grade or course

Appendix B: Void and Report Suppression Requests

Void and report suppression requests can be requested from OSSE by use of this google form, and will be reviewed in the order in which they were received. If your school/LEA has many void or report suppression requests, you may submit them via spreadsheet using the same fields as the google form. See the template attached. If you want to use this method, contact OSSE.Assessment@dc.gov to determine a secure route to share this data. Potential reasons for voiding, which must be approved by OSSE and may require additional documentation or explanation, include:

- Test security invalidation
- Test unusable (not test security)
- Student received a medical exemption during testing
- Test started with incorrect accommodation
- Student received incorrect test form (not accommodation related)