

Working Assessment Missing Lists



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<https://education.ohio.gov/getattachment/Topics/Data/EMIS/EMIS-Documentation/Current-EMIS-Manual/2-8-1-Assessment-Area-Codes-v5-1.pdf.aspx?lang=en-US#page=5>

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Overview

- Assessment missing reports can be used by districts to verify which students need assessment results and which students need a Score Not Reported reason
- These reports can be used prior to receiving assessment results to troubleshoot students believed to be appearing on the Assessment Missing Report in error and to report Score Not Reported reasons for students you know have not tested and for whom you will not have results



Assessment Missing Reports

- Are generated by assessment type code for some, not all assessments
- Are level 1 reports which are generated when the collection is prepared
 - Must at least re-prepare to see daily updates
- Use similar criteria to determine missing assessments
- Are available when noted in collection request release notes
 - Are not always produced in initial version of the collection request
 - Statewide vendor results comparison to EMIS data is typically added later so missing reports can change




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This presentation is not a comprehensive assessment training. The intention is to explain how assessment missing reports are generated and how to troubleshoot them.

Student Assessment (FA).csv combined with Where Kids Count Level 2 report - Verify Total Records Reported with the District Assessment data team

Level 1 Reports

Assessment Collection Example

 **Spring End of Course State Assessment Collection (FY22)**
FY22-A-End Crs Spr: Required collection for all Traditional Districts, JVSDs, Community Schools, Stem Districts and State Supported schools that educa...

Submissions: February 24, 2022 - July 13, 2022 (94 days till close)
Version: 1
Status: The collection was submitted March 09, 2022 at 12:18:02 PM by [redacted]
Submission Status: Processing Completed (March 09, 2022 at 12:18:05 PM)
Submission Number: 1 (attempt 1)
Actions: [Start Collection](#)
[Add New Scheduled Collection](#)
[Set Default Collection properties](#)


Prepare Outputs: [Level 1 Validations](#)
[View Submission 1 Data](#)

To get to Level 1 reports, select the "Level 1 Validations" link



Preview/Submission CSV Files

Assessment Collection Example

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[Add New Scheduled Collection](#)
[Set Default Collection properties](#)

Prepare Outputs: [Level 1 Validations](#)
[View submission 1 Data](#)

To get to FA, Missing, Excluded & Supplementary Reports, select the "View submission..." link



Preview/Submission CSV Files, cont'd

Spring End of Course State Assessment Collection (FY22)
Submission Number 1 (attempt 1), LEA: [] City

Use the Generate Review Data link to review the data previously submitted.

Last Prepared: March 09, 2022 (31 days ago) at 12:15:57 PM

Review Types

- Detail
- Missing Data Report
- Summary

Output Options

Zip File: Download file as a compressed .zip (for faster downloads)

File Format: HTML
 CSV

Include in CSV files: Data only
 Data and Fatal exceptions
 Data and All exceptions

Select "Generate Review Data"

[Generate Review Data](#)

Find the Missing Report

File	Submission 1			Sub 0
	Valid	Invalid	Total	Valid
Counts_of_Assessment_Records_Excluded.csv			10	
Excluded_Student_Assessment_Record(FA).csv			3297	
Missing_Report_-_EOC_Spring_Assessment_Collection_(FY22).csv			699	
Student_Assessment_Record(FA).csv	2560	37	2597	0
Total counts:	2560	37	6603	



Formatting the Assessment Missing Report

- Open the Assessment Missing Report
 - Wrap text header row
 - Freeze top row
 - Expand all columns
 - Apply filters
 - Better yet, run your macro!



Presenter can use Working Assessment Missing List DEMO.xlsx. It is recommended to save the CSV file as an Excel file so that all Excel functionality is available. Demonstrate these steps of preparing the report and the attendees can prepare their own report as you demonstrate the Basic Excel steps. Select top row and select Wrap Text from the Home Tab. While the top row is selected, from the View tab, select Freeze Panes and Freeze Top Row. Select entire spreadsheet (click cell between Row 1 and Column A) then place cursor on the line between any two column headers and double click. While spreadsheet is highlighted, from the Data tab, choose Filter (or from the Home Tab select Filter)

Note: I use our districts missing reports and open them as they have questions.

Quick Check

The Assessment Missing reports contain students who are expected to have testing records reported. It is important to work with these reports proactively as the reports can change as additional data is added.

- Are you able to locate the missing report for each applicable assessment collection?
- Are you able to open and format the CSV report to begin the review process?
- Who in your district can assist with these reports?



Understanding Assessment Missing Reports



Expected Assessments

- Assessments are expected when a student
 - Is enrolled during the test administration window, and is reported with a district relationship of 1, or
 - Students reported with a Sent to Reason of
 - CT - Contract Career-Technical Education Participant
 - JV - Joint Vocational School District Program Participant
 - MR - BDD Program Participant
 - NP - Non-public placement at District Expense (District Relationship = 1)
 - OS - State School (OSB or OSD) Program Participant
 - PI - Proprietary Institution Program Participant
 - Has assessment results appearing in the statewide vendor file associated to that LEA



Some assessments will have additional qualifiers for expected assessments.

<https://education.ohio.gov/getattachment/Topics/Data/EMIS/EMIS-Documentation/Current-EMIS-Manual/2-8-Student-Assessment-FA-Record-v12-0.pdf.aspx?lang=en-US#page=7>

Who Has to Take Each Assessment? P4

<https://education.ohio.gov/getattachment/Topics/Data/EMIS/EMIS-Documentation/Current-EMIS-Manual/2-8-Student-Assessment-FA-Record-v12-0.pdf.aspx?lang=en-US#page=8>

Who Reports Each Assessment? p5

Helpdesk 100316

Q1. My question is whether or not the sent reasons of CE or CI should also be included on this list when the educating entity (sent to IRN) is reported with either all 999999's (non-reporting) or is reported as an ESC IRN as they do not report school age students.

WKC rules indicate the following on Institutional Placements and FAY so I just want to make sure we are giving all the information necessary in this situation:

- A student who is enrolled as of the Friday of the first full week of

October, then leaves the district through one of the following codes, and then returns to the district prior to the end of the school year will be considered as continuously enrolled for a FAY

- CE - Court ordered institutional placement in a facility as defined by ORC §2151.65 or §2152.41
 - CI - All court ordered institutional placements other than foster care and facilities defined by ORC §2151.65 or §2152.41
 - NI - Non-court ordered or foster care institutional placement
- Verify correct MOA IRN assignment for these students

A1. *I checked with the ODE Office for Accountability and also the Office of Assessment, and here is there response: "that if a district no longer is 'responsible' for a student's education, then that district also has no requirement to test. The reverse also is true – if a district is deemed 'responsible' they also hold the responsibility to either test the student or make sure someone else tests him/her. We tell districts if they no longer are responsible (usually deemed this by the court), they are to withdraw the student – so anyone who still has a student on their roles **IS** responsible (either they are responsible for actually delivering the education OR they are financially responsible for paying someone else to do it)."*

Helpdesk #2957

Q2 Canton Local has a juvenile detention center within their boundaries, called Multi-County. The EMIS Coordinator of Canton Local just contacted me to ask if student's from Multi-County refuse to take an assessment (i.e. 11th grader refuses to take ACT) does this count against Canton Local? (Assuming the student was at the JDC, educated by Canton Local during the testing period). I read on the '2018-2019 Technical Documentation - Where Kids Count – April 1, 2019' documentation that these students would count in the Participation Rate - what does this mean for Canton Local?

A2. In cases where a student is in a juvenile detention facility, the district is still required to provide for the student's education. For that reason, the students are included in Report Card measures like other students, as specified in the "Where Kids Count" and various other technical documentation. Student refusal to take an assessment would need to be reported with the appropriate Score Not Reported reason code.

Testing Windows

- State testing windows
 - Search “testing dates” education.ohio.gov
 - See EMIS Manual test date valid options in the 2.8 Student Assessment (FA) Record
- LEA chooses a shorter testing window
 - See EMIS Manual 5.3 Organization General Information (DN) Record
 - Report an Assessment Group attribute when your LEA has selected a shorter assessment window than the state testing window
 - The start date of the shorter testing window is only reported for collections that have an enrollment-based assessment missing report
 - ASMTFG3ELA – Fall 3rd Grade ELA Assessment
 - ASMTSPRELA – Spring English Language Arts (all grades including EOC)
 - ASMTSPRMSS – Spring Math, Science, Social Studies (all grades including EOC)
- For FY22, local test windows will be used, if reported
 - If not reported, default to state testing windows when generating Assessment Missing reports



<https://education.ohio.gov/getattachment/Topics/Data/EMIS/EMIS-Documentation/Current-EMIS-Manual/5-3-Organization-General-Information-DN-v11-2.pdf.aspx?lang=en-US#page=8>

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Missing Assessments

- Missing reports do not
 - Look at Acceleration records (FB) or Grad Exemption (FE) records
 - Look at other assessment collections
 - Exception Alt. Assess. GX, GA
 - Review Other Participating Assessments column
 - AU students do not require assessments to be reported
 - Students in grades 3-8 are not required to take statewide tests
 - *Scholarship students who attend chartered nonpublic schools are required to take any tests required by that school for graduation*



Appendix I: Guidance for Special Testing Scenarios

Scholarship Program Assessment Requirements:

<https://oh-ost.portal.cambiumast.com/-/media/project/client-portals/ohio-ost/pdf/sp22-tam/appendix-i---ost-sp22-tam.pdf#page=4>

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Missing Assessments

- The number of missing records that must be ignored has been significantly reduced
 - Score Not Reported reasons should not be reported if the record should be ignored as it could have a negative impact on accountability calculations
 - Missing reports can be impacted by another LEA's reporting
 - Verify ODDEX SCR issues closely
 - SCR issues have the potential to impact the LRC & missing assessments
 - When in doubt, ask ODE via the EMIS Helpdesk



When another LEA is reporting a preschool student with an incorrect district of residence, a student could appear on the missing report for that incorrectly reported DOR. Look in ODDEX for misreported DOR data as well as SCR conflicts.

Review (ENRL-001) Resident Students Educated Elsewhere

Helpdesk search "missing assessment ignore"

Missing Assessment Data

The column headers on the Assessment Missing reports are consistent across assessment collections

Missing lists contain only one Collection Request, this screenshot is for demonstration purposes only

Data specific to the missing assessment is included

	A	B	C	D		E	F	G	H	I	J	K		L	M
	District	Collection Request	Attending Bldg IRN	Student ID Number	State Student ID	Last Name	First Name		Middle Name	Assessment Type	Assessment Area Code	Assessment Description	Assessment Area Code	Grade Level	Test Date
1	Trad IRN	2022ANACC	Bldg IRN	284112188	SX5038594	Student	Marissa			AC	ENG	English		**	
2	Trad IRN	2022ANACC	Bldg IRN	284112188	SX5038594	Student	Marissa			AC	M	Mathematics		**	
3	Trad IRN	2022AALTS	Bldg IRN	Z00100407	TQ6853151	Student	Addison			GA	M	Mathematics		06	
4	Trad IRN	2022AALTS	Bldg IRN	Z00100407	TQ6853151	Student	Addison			GA	R	Reading		06	
5	Trad IRN	2022AGESP	Bldg IRN	123456789	IO2836212	Student	Quinton			GE	ALG1MTH1	Algebra I or Math I		**	
6	Trad IRN	2022AGESP	Bldg IRN	123456789	FB4074077	Student	Elizabeth			GE	ALG1MTH1	Algebra I or Math I		**	
7	Trad IRN	2022AGESP	Bldg IRN	123456789	TL9074308	Student	AVERY			GE	ALG1MTH1	Algebra I or Math I		**	
8	Trad IRN	2022AGESP	Bldg IRN	123456789	TL9711162	Student	TRISTEN			GE	ALG1MTH1	Algebra I or Math I		**	

Some Assessment Missing Reports can contain more than one Assessment Type



Refer to the EMIS Collection Calendar for Collection Request Names.

FA Status – Fatal

Fatal

- Record is not passing validation checks
- Submitted record is the test needed to remove the student from the missing report
- Once corrected the record will not show on the missing report

N	O	P
		Other Participating
FA Status ▾	Missing Reason ▾	Assessmen ▾
Missing	Enrolled in Test Window and has vendor test results	
Missing	Enrolled in Test Window and has vendor test results	
Missing	Has vendor test results	
Missing	Has vendor test results	
Fatal	Has vendor test results	
Fatal	Has vendor test results	

FA Status – Missing

- Missing
 - The test record needed to remove the student from the missing report has not been reported
- Missing – Record reported NOT in the test window
 - The test record reported matches the same subject area expected but does not have a date within the test window

N	O	P
FA Status	Missing Reason	Other Participating Assessments
Missing -record reported NOT in the test window	Enrolled in Test Window	
Missing -record reported NOT in the test window	Enrolled in Test Window	
Missing	Enrolled in Test Window	Mar 18 2022 10:33AM
Missing	Enrolled in Test Window	Mar 18 2022 10:33AM
Missing	Enrolled in Test Window	3-8 Standard
Missing	Enrolled in Test Window	3-8 Standard
Missing	Enrolled in Test Window	3-8 Standard

Missing Reasons

Rows on the Assessment Missing Report will have a missing reason

- Enrolled in test window, or
- Has vendor test result, or
- Enrolled in test window and has test result

N	O	P
		Other Participating
FA Status	Missing Reason	Assessment
Missing	Enrolled in Test Window and has vendor test results	
Missing	Enrolled in Test Window and has vendor test results	
Missing	Has vendor test results	
Missing	Has vendor test results	
Fatal	Has vendor test results	
Fatal	Has vendor test results	
Missing	Enrolled in Test Window	3-8 Standard
Missing	Enrolled in Test Window	3-8 Standard



Other Participating Assessments

Spring Missing Lists ONLY

- Likely Spring Alternate Assessment (opens first) will contain references to other missing lists that open later, EOC Spring and Spring 3-8
- In those cases, the column will not change until changes are made in those later collections
- Based on the district's most recent prepare
- Value will change or be removed once valid assessment scores or Score Not Reported reasons for the relevant tests have been included in the district's assessment collections

N	O	P
		Other Participating Assessment
FA Status	Missing Reason	
Missing	Enrolled in Test Window and has vendor test results	
Missing	Enrolled in Test Window and has vendor test results	
Missing	Has vendor test results	
Missing	Has vendor test results	
Fatal	Has vendor test results	
Fatal	Has vendor test results	
Missing	Enrolled in Test Window	3-8 Standard
Missing	Enrolled in Test Window	3-8 Standard

Missing List Title	Possible Values
Missing Report for Spring Alternate Assessment Collection	<ul style="list-style-type: none"> • 3-8 Standard • End of Course • 3-8 Standard and End of Course
Missing Report for EOC Spring Assessment Collection	<ul style="list-style-type: none"> • 3-8 Standard • Alternate • Alternate and 3-8 Standard
Missing Report for Spring 3-8 Assessment Collection	<ul style="list-style-type: none"> • End of Course • Alternate • Alternate and End of Course



SSIDs and Missing Assessments

- SSID Change: Vendor vs FS Record
 - Should SSID change issue be ignored?
 - Most if not all Assessments, DO consider SSID changes
- Vendor
 - SSID updates due to change in vendor file of SSID from PRE-ID to the results file are **only updated in vendor file when the results are initially received**
 - SSID changes that occur after the initial results received from the vendor to ODE are only updated once
 - Manual process performed by ODE prior to initial vendor load
- Enrollment changes in FS record will update SSID changes as submitted
 - During overnight processing ODE uses the latest student data to update SSID's reported on the FS records
 - In which case districts may find it necessary to wait a day
 - Do a re-prepare before seeing the update in the missing report



Duplicate SSID

Student enrolls and is given a new SSID instead of the one reported by the previous LEA

- Keep the SSID active that has been in existence the longest
- Delete the newer SSID and link it

to the prior SSID using the “Delete an Invalid SSID” function in the Maintenance Menu

- Report the inactive SSID on the first Student Standing (FS) Record and report the active SSID on the next Student Standing (FS) Record

Helpdesk 4002973 Remind LEAs not to report the old SSID as withdrawn with an 81 (or any other withdrawal code), simply add a new FS record and report the correct SSID. Using the Student Locator Framework will significantly reduce the number of duplicate SSIDs.

SSIDs and Missing Assessments

Missing Report due to vendor results

Scenario 1

- SSID appears on an Assessment Missing Report due to having vendor results
- Missing SSID is not being reported to EMIS, Examples-
 - Student was enrolled at time of pre-id submission but not reported to EMIS and deleted from the SIS
 - Student was enrolled with incorrect SSID at time of pre-id submission but not reported to EMIS with the incorrect SSID
 - These examples should no longer generate a missing assessment if there are no actual vendor results however if it does NOT, create a helpdesk ticket



Incorrect SSID

Student enrolls and is given an SSID that belongs to another student

- Find the correct SSID for the student
- If this incorrect SSID has been reported to EMIS, it must be

reported for the remainder of the fiscal year

- Do not delete/deactivate the incorrect SSID on the SSID website
- Report the incorrect SSID on the first Student Standing (FS) record and report the correct SSID on the next Student Standing (FS) record

If two entities are reporting the same SSID, you should expect to see an adjustment (typically FT0002 for overlapping dates) on the FTE Reports for both entities. Once the SSIDs are reported correctly the adjustment will go away. The EPCT error in the SCR can be ignored/hidden once the issue is corrected.

SSIDs and Missing Assessments Missing Report due to vendor results...cont'd

Scenario 2

- SSID appears on an Assessment Missing Report due to having vendor results
- SSID is currently being reported to EMIS, Example,
 - SSID submitted to Pre ID but later withdrawn with a code of 81 – “Student reported in error”
- Report a test record with a Score Not Reported Reason of “H”
 - H - SSID for this student appears on the assessment vendor file due to an error in the data provided to the assessment vendor; student with this SSID was not required to be assessed



Student vendor results were incorrectly reported as belonging to the district

New Level 2 Report recent released:

[\(ENRL-002\) Student 81 Withdrawal Error Report](#)

This is being added to the reporting guidance for withdrawal code 81:

If the student was not enrolled in the district in the prior year and—despite having completed enrollment paperwork—has not attended at all in the current year (so there is no Admission Date to report), then Withdrawal Reason 81 is reported in the

current year to indicate that there was no enrollment for the student. Note that an 81 withdrawal record for this student is only required if the student has been reported to EMIS via an FS Record showing an enrollment. If an 81 withdrawal is reported and the student later enrolls and attends the district in the same school year, the 81 record should no longer be reported.

This will be added to the new guidance already posted under change 23-77:

Option 81, Student Reported in Error.

Withdrawal Reason 81 is to be reported when a student has been reported in error in the current year.

If a student was reported as enrolled in the district on the last day of school in the previous school year and was not reported as withdrawn, then Withdrawal Reason 81 cannot be reported in the current year.

If the student withdrew prior to the last day of the previous school year but was not reported as withdrawn, then a Student Withdrawal Override (FC)

Record should be reported for the student in the current year.

If the student withdrew on or after the last day of the previous school year, then the student's summer withdrawal can be reported with either a Student Summer Withdrawal (FL) Record or a Student Attributes–Effective Date (FD) Record, a Student Standing (FS) Record, and a Student Demographic (GI) Record.

If the student was previously enrolled in the district in the current year and reported with any Withdrawal Reason other than 81, then the student cannot be reported with Withdrawal Reason 81 on any subsequent Student Standing (FS) Record in the current year.

SSIDs and Missing Assessments

Missing Report due to vendor results...cont'd

Scenario 3

- SSID appears on the Missing Report due to having vendor results
- Student is being reported with two SSIDs
 - Two Student Standing FS records
 - First Student Standing with prior, incorrect SSID
 - Second Student Standing FS with correct SSID
- Verify SSID change was reported correctly
- Confirm scores are reported using the correct SSID
 - Report the test using the latest SSID and ignore the missing on the old SSID
- Create an EMIS Helpdesk ticket



Other less common SSID scenarios can be submitted to the EMIS Helpdesk for resolution.

Quick Check

The Assessment Missing reports are helpful tools that can be used to identify students who did not test. The reports are similar across tests and collections.

- Have you cleaned up your assessment level 1 validations?
- Can you find the state windows on the ODE website?
- Did you keep a list of students with SSID changes?

Assessment Missing Reports by Collection – EMIS Manual

- Verify ALL Fields for each Assessment Type
- Accommodations
- Assessment Area Code
 - EMIS Manual
 - Section 2.8.1
- Required Test Type
- Score
- Test Grade Level
- Test Dates

Assessment	Valid Type of Accommodation	Assessment Type	Alpha or Numeric	Type of Score
ACT – ACT	**	ACT – AC	Numeric	Scaled Score
Advanced Placement – AP	**	Advanced Placement – AP	Numeric	Scaled Score
Alternate Assessments		Alternate Assessments		
3-8 Alt Assess – GA	NO	3-8 Alt Assess – GA	Numeric	Scaled Score
High School Alt – GX	NO	High School Alt – GX	Numeric	Scaled Score
COS – GM		COS – GM	Alpha or Numeric	Rating Score
CTE Tech Assess – ELA – GB		CTE Tech Assess – GY		
End of Course – C		End of Course – GE		
Industry Cred – G		Industry Cred – GW		
International Bac		International Bac – IB		
KRA – GO		KRA – GO		
OELPA – GF		OELPA – GF		
Ohio's Tests – GN		Ohio's Tests – GN		
SAT – SA		SAT – SA		
Star – GD		Star – GD		
WorkKeys – WK		WorkKeys – WK		

Assessment	Fall	Spring	Year-round	Can results from previous P's be reported?
ACT – ACT	—	—	01-12	Y
Advanced Placement – AP	—	—	01-12	Y
Alternate Assessments	—	02-03	—	N
3-8 Alt Assess – GA	—	02-03	—	Y
High School Alt – GX	—	02-03	—	Y
Ohio's Tests – GN	—	—	03-12	04-06 only
COS – GM	—	—	09-06	Y
CTE Tech Assess – GY	08-11	02-05	—	N
ELA – GB	11-01	03-05	—	Y
End of Course – GE	—	—	01-12	Y
Industry Cred – GW	—	—	01-12	Y
International Bac – IB	—	—	01-12	Y
KRA – GO	07-11	—	—	N
OELPA – GF	—	02-03	—	N
Ohio's Tests – GN	11-3rd ELA only	03-05	—	N
SAT – SA	—	—	03-12	Y
Star – GD	—	—	08-06	N
WorkKeys – WK	—	—	01-12	Y

**Due to limited space for reports, score minus five hundred.*



<https://education.ohio.gov/getattachment/Topics/Data/EMIS/EMIS-Documentation/Current-EMIS-Manual/2-8-Student-Assessment-FA-Record-v12-0.pdf.aspx?lang=en-USAccommodation#page=24>
 p21

Required Test Type - STR, ALT, IPD, INP p13

Score p13

<https://education.ohio.gov/getattachment/Topics/Data/EMIS/EMIS-Documentation/Current-EMIS-Manual/2-8-Student-Assessment-FA-Record-v12-0.pdf.aspx?lang=en-USAccommodation#page=16>
 Test Grade p20

Test Grade p20

<https://education.ohio.gov/getattachment/Topics/Data/EMIS/EMIS-Documentation/Current-EMIS-Manual/2-8-Student-Assessment-FA-Record-v12-0.pdf.aspx?lang=en-USAccommodation#page=23>

<https://education.ohio.gov/getattachment/Topics/Data/EMIS/EMIS-Documentation/Current-EMIS-Manual/2-8-1-Assessment-Area-Codes-v5-1.pdf.aspx?lang=en-US>
 Assessment Area Code

Score Not Reported Reasons



Score Not Reported – EMIS Manual

- Keep up with the latest changes in the EMIS Guide
- <https://education.ohio.gov/Topics/Data/EMIS/EMIS-Documentation/Current-EMIS-Manual>
- Education.ohio.gov
 - Keyword Search “EMIS Manual”
 - 2.8 Student Assessment Record
 - FY22 Column
 - Page 15

2	STUDENT RECORDS	RECORD	FY21	FY22
	EMIS Manual Chapter 2 Element List (7/14/21)			
2.8	Student Assessment Record	FA	11.7, 05/20/21	12.0, 07/01/21

Table 5. The valid Score Not Reported options for each Assessment Type.

Assessment Type	Valid Score Not Reported Options
ACT – AC	* , A , B , C , D , E , F , H , I , J , K , L , 3 , 4 , 5
Advanced Placement – AP	*
Alternate Assessments	
3-8 Alt Assess – GA	* , A , B , C , D , E , F , H , I , J , K , S , 5
High School Alt – GX	* , A , B , C , D , E , F , H , I , J , K , S , W , 5
CDS – GM	* , A , B , D , F , J , R
CTE Tech Assess – GY	* , B , C , D , E , F (F only used for 14TP Assessment Area), H , I , T , X , 5
EIA – GB	* , A , B , D , F , H , I , R , 5
End of Course – GE	* , A , B , C , D , E , F , G , H , I , J , P , W , X , Y , 2 , 5
Industry Cred – GW	*
International Bac – IB	*
KRA – GO	* , A , B , C , D , E , F , H , J , K , R , 5
OLPAs – GF	* , A , B , C , D , E , F , H , I , L , 5
Ohio's Tests – GN	* , A , B , C , D , E , F , H , I , J , K , N , P , 5
SAT – SA	* , A , B , C , D , E , F , H , I , J , K , L , 3 , 4 , 5
Star – GD	* , A , B , C , D , E , F , H , I , L , 5
WorkKeys – WK	* , H , 5



<https://education.ohio.gov/Topics/Data/EMIS/EMIS-Documentation/Current-EMIS-Manual>

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Keyword Search “EMIS Manual”

2.8 Student Assessment Record

FY22 Column

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<https://education.ohio.gov/getattachment/Topics/Data/EMIS/EMIS-Documentation/Current-EMIS-Manual/2-8-Student-Assessment-FA-Record-v12-0.pdf.aspx?lang=en-USAccommodation#page=18>

Working Missing Assessment Lists

- When troubleshooting missing assessments prior to your LEA's test results reported to EMIS, you could see most assessments appear as missing
- Students who were required to test but did not test should be reported with a Score Not Reported (SNR) reason on a manually created test record
- It is a best practice to manually create test records with SNR reasons in the SIS once the non-testing reason is known

Score Not Reported Reason A

A – Medical Reason

- Can be reported for students that aren't assessed due to COVID and any students quarantined due COVID exposure
 - Assessment windows were extended so students present during any part of an assessment window are expected to be assessed
 - Parents who refuse to have their students tested due to non-medical concerns should be reported as B-Parental Refusal
- Districts are not required to submit a waiver request to ODE, however, if a waiver isn't submitted and approved the student will show as untested on the Report Card
- Questions regarding the medical and parental refusal SNRs should be put into an EMIS Helpdesk ticket
- <https://education.ohio.gov/Topics/Data/Report-Card-Resources/Emergency-Medical-Waivers>



<https://education.ohio.gov/Topics/Data/Report-Card-Resources/Emergency-Medical-Waivers>

Score Not Reported Reasons B - F

- Specific SNR reasons are valid for each test
 - B – Parent Refusal
 - C – Student Refusal
 - D – Suspension/Expulsion
 - E – Absent during test administration window
 - F – Other (reason not listed)
- Only report if the student was required to test and did not
- SNR Reasons of B-F count against accountability measures



These SNR reasons are valid for many different assessments. Refer to the EMIS Manual section 2.8 Student Assessment Record (FA) for additional information on SNR reasons. Districts with questions about medical waivers can reach out to the ODE Office of Accountability

Score Not Reported Reasons G and H

- G – EOC Assessment (GE) not given for the course in which the student is enrolled within this district, includes courses that span multiple years (GE Assessments only)
 - Local curriculum does not align with the test
 - Typically applies to all students in the class
 - Should be reported in the first year of a two-year course
- H – SSID for this student appears on the statewide assessment vendor file due to an error in the data provided to the vendor
 - SSID is not required to be assessed

Score Not Reported Reasons I, J, and K

- I – Student was tested but the test was invalidated by ODE or by the LEA
- J – Student moved in or out before test administered
 - Enrolled at start of testing window but move prior to a test subject being administered
 - Students who enroll at the end of a testing window should be tested
- K – Not required in this district because student is part-time or home schooled or at a nonpublic school and is not enrolled in a course for this assessment/subject area



SNR reasons of J, K, and L are valid for many assessments.

Score Not Reported Reasons L, N, and P

- L – Student has a disability condition for which no vendor accommodation exists
- N – Student taking subject above grade level, no subject test at higher grade (GN Assessments only)
- P – Not tested due to timing of Alternate Assessment determination (GE and GN Assessments only)
 - This SNR is only valid when IEP team determines on or after the last day of the AASCD testing window and prior to the standard testing window, that a student should take the Alternate Assessment for Student with Cognitive Disabilities



GE assessments are End of Course, GN assessments are Ohio's State Tests 3-8, GB assessment is PS ELA, GM assessment is PS COS, and GO assessment is the KRA.

	English language arts	Mathematics	Science
Grade 3	✓	✓	
Grade 4	✓	✓	
Grade 5	✓	✓	✓
Grade 6	✓	✓	
Grade 7	✓	✓	
Grade 8	✓	✓	✓

Score Not Reported Reasons R, S, and T

- R – Parent requests results not be reported to the state
 - PS and KG assessments only, GB, GM, GO
 - Report when parent makes a request under ORC §3301.0714(B)(1)(n). Also applies to the preschool assessments managed by the Office of Early Learning and School Readiness
- S – Non-scorable assessment
 - GA, GB, GO, and GX Assessments only
- T – CTE student is earning an industry recognized credential (GW) in place of a CTE technical assessment (GY)



GA is 3-8 Alternate Assessment, GB is PS ELA Assessment, GO is KRA Assessment, GM is Childhood Outcome Summary (COS) and GX is HS Alternate Assessment. GW is Industry Credential and GY is CTE Technical Assessment (Webxam)

Score Not Reported Reason W

W – Student receiving graduation credit for assessment area (Valid for GE and GX assessments)

- Due to course completion prior to EOC being available, or
- Due to an assessment administration being cancelled due to a COVID-19 ordered school building closure in school year 2019-2020, or
- Due to the COVID-19 related flexibility for juniors and seniors in school year 2020-2021
- Can report this SNR if using course grade and actual result, ODE will use the higher score
 - Number in score field represents graduation points earned
 - Refer to the EMIS Manual section 2.8 Student Assessment Record (FA) for additional information on this SNR reason
- Test taken date must be from a prior to FY22



GE is End of Course exams, GX is HS Alternate Assessment. For course completion prior to EOC being available, test dates should be prior to the Spring of FY16.

Score Not Reported Reason X

X – Student received graduation credit for assessment area due to completion of a dual credit course **(GE Assessments)**

- For EOC (GE) number in score field represents number of graduation points earned from the CCP course

X – Student received graduation credit for assessment area due to completion of a CTE dual credit course **(GY Assessments)**

- For CTE Technical Assessment (GY) score field represents the student's proficiency



CCP courses

COLLEGE CREDIT PLUS COURSE GRADE TO OHIO GRADUATION POINTS

FY22 Grad Requirements - <https://education.ohio.gov/Topics/Ohio-s-Graduation-Requirements/18-Points-on-State-Tests>

Score Not Reported Reason X, cont'd

X – Student received graduation credit for assessment area due to completion of a CTE course that requires a WebXam (GY Assessments)

- For 2019-2020 – applicable to all grade levels
- For students who took the regular GY assessment before the ordered school-building closure, the actual assessment result should still be reported in EMIS
- Report an additional GY assessment record with the performance level for the assessment based on the student's earned grade in the CTE course, even if the 2019-2020 course was over before the ordered school-building closure
- ODE will use the highest score from all reported assessments when calculating the performance level/summative score for the relevant program of concentration

Score Not Reported Reason X, cont'd

X – Student received graduation credit for assessment area due to completion of a CTE course that requires a WebXam (GY Assessment)

- For 2020-2021 – only 11th and 12th grade students
- For students who took the regular GY assessment, the actual assessment result should still be reported in EMIS
- Report an additional GY assessment record with the performance level for the assessment based on the student's earned grade in the CTE course
- ODE will use the highest score from all reported assessments when calculating the performance level/summative score for the relevant program of concentration

FY20 Webxam Course Grade Conversions

- All prior year CTE Assessment results are reported in the Career Tech Accountability Assessment Collection FY22
- Districts submitted the CTE course grades (non-CCP) to the Center on Education and Training for Employment (CETE)
 - CETE converted course grades and return them to the district
 - If a district missed the deadline all records were hand entered
 - For additional information on which students can use this flexibility and how the grade-based proficiency level to be reported is determined for GY assessments, see <http://education.ohio.gov/Topics/Student-Supports/Coronavirus/Career-Technical-Education>
- The converted course grades will be reported as GY test records with a SNR value of X



CETE is pronounced like “seat”

[WEBXAM COURSE GRADE TUTORIAL 2021](https://www.youtube.com/watch?v=UHJiYrKbtUo)

<https://www.youtube.com/watch?v=UHJiYrKbtUo>

[WEBXAM COURSE GRADE UPLOAD FILE TEMPLATE AND OTHER RESOURCES](https://www.webxam.org/Public/CourseGrades)

[https://www.webxam.org/Public/
CourseGrades](https://www.webxam.org/Public/CourseGrades)

Score Not Reported Reasons Y and 2

- Y – Student transferred with course completed out of state or while being homeschooled (EOC Assessment only)
 - Number of graduation points required is reduced
 - Score value = ***
- 2 – Student received graduation credit for alternative non-public school EOC assessment prior to public district enrollment (EOC Assessment only)
 - Number in score field represents number of graduation points earned



Helpdesk 104029

Score Not Reported Reasons 3, 4, and 5

- 3 – An 11th grade student who achieved remediation free score on all parts of the ACT (AC) or SAT (SA) prior to the spring of grade 11 and are exempted during the official state paid administration of the assessment
- 4 – English Learner, less than 2 years in US schools and no accommodations available (AC and SA Assessments only)
- 5 – Student assessed, but results not available from assessment vendor by close of collection or appeal window



ACT remediation free scores: <https://education.ohio.gov/Topics/Ohio-s-Graduation-Requirements/College-and-Career-Readiness-Test>

Quick Check

Score Not Reported reasons are used in manually created test records. Creating manual test records should only be done when it is appropriate as misreporting could have a negative impact on accountability.

- Do you have a copy of the Student Assessment Record (FA) section of the EMIS Manual available?
- Are you working with staff members in your district to determine when a Score Not Reported reason is appropriate?

Other Assessment Reports



<https://education.ohio.gov/Topics/Data/EMIS/EMIS-Documentation/Current-EMIS-Manual>

Education.ohio.gov
Keyword Search "EMIS Manual"
2.8 Student Assessment Record
FY22 Column
Page 3
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Excluded Report

- Do not appear on missing or level 1 reports
 - Excluded record was not processed
- NOT valid for record type
 - District IRN
 - May be valid if test was administered by another EMIS reporting entity
 - Assessment Type Code
 - Assessment Area Code
 - Test Grade Level
 - Not valid for Assessment Type Code and/or Assessment Area Code
 - Test Date
 - Prior Year results to be expected in the excluded report
 - Current Year
 - Verify date is within testing window
 - Required Test Type
 - Not valid for Assessment Type Code and/or Assessment Area Code



Supplementary CSV

- Supplementary CSV may not always be available
 - If ODE does not have results from the vendor, Supplementary CSV file cannot be produced
- These are additional records that do not appear on the missing report
- Student was not on the vendor file AND Record is reported to ODE by the district
- Districts may report newly enrolled students with test results from a prior district

Gen Issues – Assessments

- IS0031 - Alternant Assessment but no Disability
- IS0365 - Assessment Pass Rate = 0%
- IS0366 - Assessment Pass Rate = 100%
- IS0367 - Assessment Pass Rate = '—'
- IS0368 - Large Change Assessment Pass Rate
- IS0385 - Invalid STAR Score
- IS0390 - Invalid Grade for STAR
- IS0391 - Invalid Score Not Reported for STAR
- IS0392 - NextGen Outside Range



https://education.ohio.gov/getattachment/Topics/Data/EMIS/EMIS-Documentation/FY16-EMIS-Validation-and-Report-Explanation-Docume/General_Issues_Report_Explanation.pdf.aspx?lang=en-US

Gen Issues – Assessments

- IS0393 - EOC Outside Range
- IS0394 - OELPA Outside Range
- IS0410 - STAR: Invalid Date
- IS0421 - OELPA Score Not Reported Check 'L' on All Domains
- IS0449 - KRA Data Reported does not match vendor file
- IS0459 - ELA Data Reported Does Not Match Vendor File
- IS0491 - Preschool Reported as your resident student ***NEW**



https://education.ohio.gov/getattachment/Topics/Data/EMIS/EMIS-Documentation/FY16-EMIS-Validation-and-Report-Explanation-Docume/General_Issues_Report_Explanation.pdf.aspx?lang=en-US

Assessment Missing Reports by Collection



<https://education.ohio.gov/Topics/Data/EMIS/EMIS-Documentation/Current-EMIS-Manual>

Education.ohio.gov
Keyword Search "EMIS Manual"
2.8 Student Assessment Record
FY22 Column
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Missing Report – COS Assessment Collection

- Child Outcome Summary Assessment Collection (20##AGMFY)
 - Preschool COS/Assessment Type Code – GM
- Report will display the resident district's preschool students who are reported with a disability and ODE has yet to receive a COS assessment for the student
- Once vendor file is received, ODE will apply the results to the missing report
- Valid SNR reasons for manually created GM test records
 - A, B, D, F, J, and R
- If a student's COS is missing and no SNR reason is applicable create an EMIS helpdesk ticket



When another LEA is reporting a preschool student with an incorrect district of residence, a student could appear on the missing report for that incorrectly reported DOR. Look in ODDEX for misreported DOR data as well as SCR conflicts and (ENRL-001) Resident Students Educated Elsewhere.

(GNIS-476) Gen Issues - Preschool - Number of Students with COS Scores Reported (informational)

https://education.ohio.gov/getattachment/Topics/Data/EMIS/EMIS-Documentation/FY16-EMIS-Validation-and-Report-Explanation-Docume/General_Issues_Report_Explanation.pdf.aspx?lang=en-US
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<https://education.ohio.gov/Topics/Data/EMIS/Reporting-Responsibilities/Data-Appeals>
Aug. 29-Sep 9

FY21 report change: Remove scholarship students from COS missing report. Updates the COS missing report to exclude preschoolers on scholarships.

Indicator 7 - <https://education.ohio.gov/Topics/Early-Learning/Preschool->

Special-Education

https://education.ohio.gov/getattachment/Topics/Data/EMIS/Resources-for-EMIS-Professionals/EMIS-Training/2021_November-2.pdf.aspx?lang=en-US

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https://education.ohio.gov/getattachment/Topics/Data/EMIS/Resources-for-EMIS-Professionals/EMIS-Training/2022_March-1.pdf.aspx?lang=en-US

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Assessment Area Codes

<https://education.ohio.gov/getattachment/Topics/Data/EMIS/EMIS-Documentation/Current-EMIS-Manual/2-8-1-Assessment-Area-Codes-v5-1.pdf.aspx?lang=en-US#page=21>

Missing Report – ELA Assessment Collections

- Two Preschool ELA Collections
 - Fall Early Learning Assessment Collection (20##AGBFL)
 - Spring Early Learning Assessment Collection (20##AGBSP)
- Preschool ELA/Assessment Type Code – GB
- Valid SNR reasons for manually created GB test records
 - A, B, D, F, H, J, R, and S
- If a student's ELA is missing and no SNR reason is applicable create an EMIS helpdesk ticket



When another LEA is reporting a preschool student with an incorrect district of residence, a student could appear on the missing report for that incorrectly reported DOR. Look in ODDEX for misreported DOR data as well as SCR conflicts.

(GNIS-459) Gen Issues - Preschool - ELA Data Reported Does Not Match Vendor File
https://education.ohio.gov/getattachment/Topics/Data/EMIS/EMIS-Documentation/FY16-EMIS-Validation-and-Report-Explanation-Docume/General_Issues_Report_Explanation.pdf.aspx?lang=en-US
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https://education.ohio.gov/getattachment/Topics/Data/EMIS/Resources-for-EMIS-Professionals/EMIS-Training/2021_November-2.pdf.aspx?lang=en-US
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<https://education.ohio.gov/Topics/Early-Learning/Kindergarten/Early-Learning-Assessment>

<https://education.ohio.gov/getattachment/Topics/Early-Learning/Kindergarten/Early-Learning-Assessment/Early-Learning-Assessment-for-Administrators/ELA-FAQ-s.pdf.aspx>

<https://education.ohio.gov/Topics/Data/EMIS/Reporting-Responsibilities/Data-Appeals>

Aug. 29-Sep 9

Early Learning Assessment Data Manager Update Spring Early Learning Assessment Data Collection and Reporting

The ELA spring data collection closes on 05/14/2022 at 11:59 PM. Teachers will not be able to enter assessment data after this time. Data Managers will be able to approve transfers and clean up the student demographic data through 05/20/2022 at 11:59 PM. Please use the [Learning Progression Score Report](#) generated from the Ready for Kindergarten Online (KReady) system which will be available for download starting 05/27/2022 for the spring data collection for reporting scores in EMIS or EAS.

The fall 2023 Early Learning Assessment data collection will open on August 15.

If you have questions about the Early Learning Assessment, please email

ELAHelp@education.ohio.gov

For technical questions, please contact the Help Desk:

(844)-512-6446

<http://www.ohio-k12.help/>

Missing Report – ELA Assessment Collections, cont'd

- Report will display preschool students enrolled during the testing window
 - who are enrolled in an ECE program (how Received = E) who do not have an ELA test reported (with or without a disability)
 - The LEA who owns the ECE Grant is required to report the ELA assessments to EMIS
 - who have a disability and who do not have an ELA test reported
 - District of residence reports assessments
 - Educating LEA if not DOR can report ELA assessments
- Once vendor file is received, ODE will apply the results to the missing report



Gen Issues will be produced by ODE for this assessment reporting issue.

Helpdesk # 103560

Q. DistrictA has a student on the missing report for Fall Early Learning Assessment. No name is listed on the report, however his student. This student is missing testing results. He is not enrolled in Garfield and not sure how he is connected to this district. Can you assist with information for this student as to where they may be attending? We have tried to look them up in ODDEX, but have not found any information on this student. We suspect that another district is pointing to DistrictA.

A. District B, was reporting the student till 11/1/2021, pointing to DistrictA as the Legal District of Residence. If you are not the LDR, you could contact them to correct their reporting. If they do, the timing of the correction may be too late to update the missing report. So if you're not the resident district, then ignore the missing.

Missing Report – KRA Fall Assessment Collection

- Kindergarten Readiness Assessment Collection (20##AGOFL)
- KRA/Assessment Type Code – GO
- Report will display any student reported with
 - Grade level of KG
 - Enrolled between the first day of school and November 1st
 - Report checks for the student in any district's prior year S data
 - If found the student will not be considered as missing the KRA
 - Verify SSID reported by prior district in prior year
 - Be sure SSID change is reported correctly
 - Send a Helpdesk ticket to ODE
 - English Learners are expected to take the KRA assessment



(GNIS-449) Gen Issues - Preschool - KRA Data Reported Does Not Match Vendor File
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https://education.ohio.gov/getattachment/Topics/Data/EMIS/EMIS-Documentation/FY16-EMIS-Validation-and-Report-Explanation-Docume/General_Issues_Report_Explanation.pdf.aspx?lang=en-US

<https://education.ohio.gov/Topics/Early-Learning/Kindergarten/Ohios-Kindergarten-Readiness-Assessment>

Fall KRA Supplementary Assessments Being Reported: This report lists students the district is reporting even though the students are not missing. It is recommended that districts confirm the students in the reports because they will be included in submissions to the Department.

** Completed Appeal

<https://education.ohio.gov/Topics/Data/EMIS/Reporting-Responsibilities/Data-Appeals>
Feb. 22- Mar 11

Missing Report – KRA Fall Assessment Collection, cont'd

When a kindergarten student withdraws to another district during the testing window, the district with the most recent enrollment should report the KRA results

- To facilitate this reporting, if a kindergarten student has a partial KRA assessment record in one district, and then moves to a different district, the first district is expected to share the results with the second district
- Student should not appear on the first district's assessment missing report
- Second district should report KRA test to EMIS



Missing Report – KRA Fall Assessment Collection, cont'd

- Once vendor file is received, ODE will apply the results to the missing report
- Score not reported reasons valid for manually created KRA records
 - A, B, C, D, E, F, H, J, K, R, S
- If a student's KRA is missing and no SNR reason is applicable create an EMIS helpdesk ticket
 - See slide SSIDs and Missing Assessments, Scenario 3



Scenario 3

SSID appears on the Missing Report due to having vendor results

Student is being reported with two SSIDs

Two Student Standing FS records
First Student Standing with prior,

incorrect SSID

Second Student Standing FS with
correct SSID

Verify SSID change was reported
correctly

Confirm scores are reported using
the correct SSID

Report the test using the latest
SSID and ignore the missing on the
old SSID

Create an EMIS Helpdesk ticket

Missing Report – Fall Third Grade ELA Assessment Collection

- Fall 3rd Gr ELA and Reading Collection (20##AGNFL)
 - Ohio's State Test Grade 3 ELA and Reading/Assessment Type Code – GN
- Based on student data (student attributes such as grade level, effective start date, end date, and withdrawal reason), special education event reporting, and vendor files
- Report will display grade 3 students who were enrolled during the fall test window
- Once vendor file is received, ODE will apply the results to the missing report
- Valid SNR reasons for manually created GN test records
 - A, B, C, D, E, F, H, I, J, K, N, P, and 5
- If a student's Fall Third Grade ELA is missing and no SNR reason is applicable create an EMIS helpdesk ticket



GNIS-0392 - The score reported for the 3-8 Next Gen Assessment is outside the valid range.
https://education.ohio.gov/getattachment/Topics/Data/EMIS/EMIS-Documentation/FY16-EMIS-Validation-and-Report-Explanation-Docume/General_Issues_Report_Explanation.pdf.aspx?lang=en-US
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https://education.ohio.gov/getattachment/Topics/Data/EMIS/Resources-for-EMIS-Professionals/EMIS-Training/2022_March-1.pdf.aspx?lang=en-US
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Scale Score Range – Performance Standards
https://oh-ost.portal.cambiumast.com/-/media/project/client-portals/ohio-ost/pdf/online-system-resources/understanding-score-reports/2021-2022-understanding_state_tests_reports.pdf
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Missing Report – Spring 3-8 Assessment Collection

- Spring State Assessment Grades 3-8 Collection (20##AGNSP)
- Ohio's State Tests 3-8
- Assessment Type Code – GN
- Once vendor file is received, ODE will apply the results to the missing report
- Report will reflect SSID changes



Missing Report – Spring 3-8 Assessment Collection, cont'd

Report will display grade 3 – 8 students who were enrolled during the test window

- If a student is accelerated in a subject that exists at the student's grade level on the Ohio's State Tests, as reported on the Student Attributes – Effective Date (FD) Record, but there is no such OST subject test available at the accelerated grade level, report the test grade level of the non-existent test with a SNR value of N
 - N – Student taking subject above grade level, no subject test at higher grade
- If a student is subject accelerated in ELA or Math to a higher grade, then the student is removed from the ELA/Math overall grade level and added to the denominator of the accelerated grade level



If the student passes the 3rd grade ELA in the fall, they should not appear as missing in the spring. Looks at the fall assessment score, not the promotion score. 3rd grade students who meet proficiency 700+ in the Fall testing administration are not required to take the assessment in the spring 3rd grade reading. Guidance allows a student to take the Spring test to allow a child to score higher. Higher grade level must be reported for student to be removed from the missing results. When higher grade level is no longer reported student will appear on the missing report for the current grade level.

Acceleration record is not used for the missing report.

Missing Report – Spring 3-8 Assessment Collection, cont'd

- If a student is in grades 3-8 but is also being included in the denominator of the EOC Missing list the student is removed from the 3-8 Missing list for that subject area
- Students reported with ALT test type on IEP should not appear as missing
 - Student won't be removed from the Missing OST (3-8 & EOC) until districts report the ALT test type
- Valid SNR reasons for manually created GN test records
 - A, B, C, D, E, F, H, I, J, K, N, P, and 5
- If a student's 3-8 Spring Ohio's State test is missing and no SNR reason is applicable create an EMIS helpdesk ticket



TIDE Resource

- Available to help identify students who failed to take required 3-8 OST and EOCs
 - A tool is available in the TIDE testing portal to help districts identify which students were pre-identified to take a test but did not complete it. Staff who have access to the TIDE portal can run reports from the “Monitor Test Progress” (MTP) task menu that will provide a list of the students who did not test.
- See the EMIS Newsflash – May 24, 2021, for additional information



<https://education.ohio.gov/Topics/Data/EMIS/News/EMIS-Newsflash-%E2%80%93-May-24-2021>

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Missing Report – EOC Summer and Fall/Spring Assessment Collection

- Two End of Course Collections
 - Summer and Fall End of Course Assessment Collection (20##AGEFL)
 - Spring End of Course State Assessment Collection (20##AGESP)
- End of Course (EOC)/Assessment Type Code – GE
- Spring End of Course State Assessment Collection
 - Missing report based on course reporting and vendor files
- Summer and Fall EOC Collection
 - Missing report was not available in FY22 due to no vendor file received
- Once statewide test vendor file is received, ODE will apply the results to the missing report
- Will reflect SSID changes



Missing report does not exist for Graduate G collection. Verify excluded student assessment record (fa).csv AND student assessment record (fa).csv AND Level 2 Grad reports AND Received Files GRAD Cohort reports.

GNIS-0393 EOC Outside Range

https://education.ohio.gov/getattachment/Topics/Data/EMIS/EMIS-Documentation/FY16-EMIS-Validation-and-Report-Explanation-Docume/General_Issues_Report_Explanation.pdf.aspx?lang=en-US
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More info. regarding Ohio Grad requirements:

<https://education.ohio.gov/Topics/Ohio-s-Graduation-Requirements>

https://education.ohio.gov/getattachment/Topics/Data/EMIS/Resources-for-EMIS-Professionals/EMIS-Training/2022_March-1.pdf.aspx?lang=en-US
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Scale Score Range – Performance Standards

<https://oh-ost.portal.cambiumast.com/-/media/project/client-portals/ohio-ost/pdf/online-system-resources/understanding-score-reports/2021-2022->

Missing Report – End of Course Collections

- Enrolled in Test Window
 - Student is enrolled in a course that requires an EOC exam AND
 - Student course enrollment falls within the test administration window
- Enrolled in Test Window and has Vendor Results
 - Student is enrolled in a course that requires an EOC exam AND
 - An EOC test subject with a score is in the statewide test vendor file
- Has Vendor Results
 - Student is NOT enrolled in a course that requires an EOC exam AND
 - An EOC test subject with a score is in the statewide test vendor file
 - Note- Students may not have all parts of the test
 - Additional parts reported will be reflected on the Supplementary Report



Q. Student who took part 1 of EOC assessment and then was hospitalized and did not get to take part 2. There is a score being reported but it is low due since he didn't complete the entire test.

A. Any score below the min for that grade level would fatal. So yes, they would need a Score Not Reported Reason. Text below is from Test User's Administration guide:

If a high school student retakes a test to earn higher graduation points, the student must retake both parts; there is no option to retake only one part. For further information see the Department's Retake Policy

EOCs and Subject Codes

- Test Administration Guide

- <https://oh-ost.portal.cambiumast.com/-/media/project/client-portals/ohio-ost/pdf/sp22-tam/ost-sp22-tam-final-122021.pdf>
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High School Course(s) Expected to Take End-of-Course Test(s)			
High School End-of-Course Test	EMIS Course Code	Course Title	Notes/Clarification
English Language Arts I*	050160	Integrated English Language Arts I	District course titles may include: English 9, Freshman English, Humanities 9 *Students who entered grade 9 on or after July 1, 2019, do not take the English language arts I test, regardless of their enrollment.
English Language Arts II	050170	Integrated English Language Arts II	District course titles may include: English 10, Sophomore English, Humanities 10
Algebra I	110065	Advanced Mathematics 8	All students should be taking an End-of-Course test, either Algebra I or Integrated Math I. These students may not take an End-of-Course test if used as first year of a two-year program.
	110301	Algebra I	
	110480	Applied Algebra or Applied Mathematics I	
Geometry	111200	Geometry	These students may not take an End-of-Course test if used as first year of a two-year program.
	110490	Applied Geometry or Applied Mathematics II	
Integrated Mathematics I	110065	Advanced Mathematics 8	All students should be taking an End-of-Course test, either Algebra I or Integrated Math I. Students taking this test should be receiving instruction based upon the content specified on the Department website Ohio's Learning Standards document Appendix A for Mathematics 1. These students may not take an End-of-Course exam if used as first year of a two-year program.
	110010	Mathematics I (integrated math course)	
	110480	Applied Algebra or Applied Mathematics I	
Integrated Mathematics II	110020	Mathematics II (integrated math course)	Students taking this test should be receiving instruction based upon the content specified on the Department website Ohio's Learning Standards document Appendix A for Mathematics 2. These students may not take an End-of-Course test if used as first year of a two-year program.
	110490	Applied Geometry or Applied Mathematics II	
Biology	132230	Biology	
	132330	Advanced Biology	
	150300	Government (American)	
American Government	150308	Government/Economics (American)	
	159950	Government & Politics (United States)	
	150810	History (American)	
American History	150810	History (American)	
	152300	History (Integrated)	

American History is not required to be reported, and will no longer appear on the missing reports however, if the student takes the assessment, it is recommended that the district reports the results. English Language Arts I is only acceptable for kids who started 9th grade before 7/1/2019. Data Collector will accept ELA I regardless of fiscal year began 9th grade, however students who don't meet the criteria should not be tested. This chart is not applicable to alternate assessments.

Missing Report – End of Course Collections

- Checks to see if the student has previously taken the appropriate subject test or was reported with a substitute test record for that subject
- Checks to see if the student was reported with an IEP with an ALT test type that is effective during the alternate assessment testing window
- Students that took the test at a JVSD/Contract Vocational District are assigned to the resident/sending district based on the JVSD reporting

Missing Report – End of Course Collections, cont'd

- Valid SNR reasons for manually created GE test records
 - A, B, C, D, E, F, G, H, I, J, P, W, X, Y, 2, and 5
- If a student's EOC test is missing and no SNR reason is applicable create an EMIS helpdesk ticket

Missing Report - Spring Alternate Assessments

Spring Alternate Assessment Collection (20##AALTS)

- Based on student data and vendor file
 - student attributes such as grade level, effective start date, end date, and withdrawal reason special education event reporting
- Grades 3-8 Assessment Type Code – GA
- High School Assessment Type Code – GX
- Looks for IEP Test Type ALT on the Special Ed GE
- Once vendor file is received, ODE will apply the results to the missing report
- Valid SNR reasons for manually created test records
 - A, B, C, D, E, F, H, I, J, K, S, 5 also W for GX Assessment only



https://education.ohio.gov/getattachment/Topics/Data/EMIS/Resources-for-EMIS-Professionals/EMIS-Training/2022_March-1.pdf.aspx?lang=en-US
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GNIS-0031 – Alternant Assessment but no Disability
https://education.ohio.gov/getattachment/Topics/Data/EMIS/EMIS-Documentation/FY16-EMIS-Validation-and-Report-Explanation-Docume/General_Issues_Report_Explanation.pdf.aspx?lang=en-US
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Scaled Score Range – Performance Standards
https://oh-alt.portal.cambiumast.com/-/media/project/client-portals/ohio-alt/pdf/2021q1/aascd_performance_standards.pdf

Missing Report - Spring Alt Assessments, cont'd

- Looks for students with ALT test type on their xIEP event (Special Ed GE) during the administration window
 - Grades 3-8 and 11th or 12th grade students (to be included on the Missing Report)
 - Checks if they have passed the Alternate Assessment in each subject
 - By 11th grade most alternately assessed students have taken all necessary courses
- If a student's Alternate Assessment test is missing and no SNR reason is applicable create an EMIS helpdesk ticket



Alt Assessments are taken in 10th grade, all subjects at one time. The new Alternate Assessment is structured similar to the EOC. Alt Assessments are taken when they take the course. Students can take Alt Assessment starting in 9th grade and at any time through HS career. Students take Alt Assessments based on their IEP. This missing report does not look at Student Special Education Graduation Requirement Records (FE). Alternate assessment students are not automatically exempted and must continue to take the ALT Assessment if not exempted.

Student is on missing alternate assessment. Student was assessed in a prior year. Student was not assessed in the current year. Do NOT report a SNR record for the current year. This will NOT remove the student from the missing alt. assess. report. Prior year scores require overnight processing before it impacts the missing assessment report. After overnight processing the district needs to do a re-prepare to ensure that they're looking at the latest report.

Helpdesk # 103782

Q. StudentA is missing the Social Studies and Science tests. The Spec Ed department in the district has indicated that the student met the requirements for these 2 tests last year. However, I see a Score Not Reported reason of "F" for these 2 tests last year.

Should the student have tested this year? The student is also exempt from the consequences of the EOC- and they are reporting that as well.

Also, student StudentB is also showing as missing on this report. He was incorrectly reported as needing to take the ALT test, but that reporting was corrected on later reporting. When will this student come off of the missing report?

A. We have prior tests in Math and Reading for StudentA, so this student is missing Social Studies and Science.

StudentB, should not be on the missing for the ALT Assessment. He is on the missing for the Standard Assessment. Ignore the missing for the ALT and report the standard assessment tests. Normally the student will drop off the ALT Assessment if there's been a recent change in the district's special ed reporting for this student, such that his IEP test type was updated to STR. It usually takes a couple of days before the update is pushed through to the Data Collector. You can try and do a prepare of the ALT collection and see if the student still appears on the missing. If it does, let me know but ignore the ALT missing.

Clarification: IF a test is reported with a passing score from a prior year the student will NOT appear on the missing test. This situation requires documentation regarding why the student was misreported with change in IEP test type.

Missing Report - OELPA Spring Assessment Collection

- OELPA Assessment Collection (20##AGFSP)
- Ohio English Language Proficiency Assessment – OELPA/Assessment Type Code – GF
- Report will display students enrolled during the test window who are reported with an English Learner/Limited English Proficiency (LEP) Status Element not equal to N
- Once vendor file is received, ODE will apply the results to the missing report
- Valid SNR reasons for manually created test records
 - A, B, C, D, E, F, H, I, J, L, and 5
- If a student's OELPA test is missing and no SNR reason is applicable create an EMIS helpdesk ticket



GNIS-394 - The score reported for the Ohio English Language Proficiency Assessment (OELPA) is outside the valid range.

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GNIS-0421 - OELPA Score Not Reported Check 'L' on All Domains

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https://education.ohio.gov/getattachment/Topics/Data/EMIS/EMIS-Documentation/FY16-EMIS-Validation-and-Report-Explanation-Docume/General_Issues_Report_Explanation.pdf.aspx?lang=en-US

Missing Report – DPR Growth Assessment Collection

- DPR Assessment Collection (20##AGDFY)
- STAR Assessment (fka - MAP)/Assessment Type Code – GD
- Students enrolled in spring test window will show on the missing during the fall test window until spring has been submitted
 - Prepare monthly to verify the updated students assessed on the vendor file during each test window
- Report will display students in 9th grade or higher who are enrolled at a Dropout Prevention and Recovery community school
 - Not required for students with disabilities who are reported with an IEP Test Type of ALT
- Once vendor file is received, ODE will apply the results to the missing report
- Valid SNR reasons for manually created GD test records
 - A, B, C, D, E, F, H, I, J, L, and 5
- If a student's STAR test is missing and no SNR reason is applicable create an EMIS helpdesk ticket



GNIS-0391 – Invalid Score Not Reported for STAR

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GNIS-0410 - STAR student assessment records reported with test dates outside of the assessment administration dates

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https://education.ohio.gov/getattachment/Topics/Data/EMIS/EMIS-Documentation/FY16-EMIS-Validation-and-Report-Explanation-Docume/General_Issues_Report_Explanation.pdf.aspx?lang=en-US

[STAR Missing List Update – Data Collector Message Center notification](#)

As of Friday January 28th, the STAR Missing List has been changed from only listing students who are enrolled in the 2nd test administration window - January 2nd to May 27th - to students who are enrolled anytime from the start of the first test window - August 2, 2021- to the end of the second test window- May 27, 2021. A student will appear on the missing list if they are enrolled, and we have yet to receive a STAR Math and STAR Reading test record. The change allows assessment records from both test administrations to be reported throughout the year. The ODE Office for Community Schools plans to provide a Received File this week showing the tests reported to date.

Missing Report - Career Tech Spring Assessment Collection

- Career Tech Accountability Assessment Collection (20##ACTSP)
- Industry Credential (GW) – No Assessment Missing report
- CTE Technical Assessment (aka OCTCA and WebXam)/
Assessment Type Code – GY
- Valid SNR reasons for manually created GY test records
 - B, C, D, E, (F - only for 14TP Assessment Area), H, J, T, X, and 5
- If a student's CTE Technical Assessment test is missing and no SNR reason is applicable create an EMIS helpdesk ticket



https://education.ohio.gov/getattachment/Topics/Data/EMIS/Resources-for-EMIS-Professionals/EMIS-Training/2022_March-1.pdf.aspx?lang=en-US
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Missing Report – Other Accountability Assessments

Other Accountability Assessments Collection (20##ANACC)

- Advanced Placement (AP) - No Assessment Missing Report
- International Baccalaureate (IB) – No Assessment Missing Report
- WorkKeys (WK) – No Assessment Missing Report
 - Valid SNR reasons for manually created WK test records, H, X, and 5
- American College Testing (ACT) AC
- Scholastic Aptitude Test (SAT) SA
 - Assessment Missing report will display
 - Students in grade 11
 - The test that the LEA indicated they would use (ACT or SAT)
 - Once vendor file is received, ODE will apply the results to the missing report



For WorkKeys Score Not Reported information, refer to the EMIS Manual, COVID-19 Related EMIS Reporting Guidance.

https://education.ohio.gov/getattachment/Topics/Data/EMIS/Resources-for-EMIS-Professionals/EMIS-Training/2022_March-1.pdf.aspx?lang=en-US

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Missing Report - ACT and SAT

- Alternately assessed students are not required to take the ACT or SAT (SNR Reason = L)
 - L – Student has a disability condition for which no vendor accommodation exists
- Retained 11th grade student is not required to test if they took it in a prior year
 - If the retained 11th grade student appears on the missing report, ignore the missing
- Students that took the test at a JVSD/Contract Vocational district are assigned to the resident/sending district based on the JVSD reporting



https://education.ohio.gov/getattachment/Topics/Data/EMIS/Resources-for-EMIS-Professionals/EMIS-Training/2022_March-1.pdf.aspx?lang=en-US

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Assessment Area Codes:

- ENG English
- M Mathematics
- R Reading
- S Science
- W Writing

Missing Report - ACT and SAT, cont'd

- Valid SNR reasons for manually created AC and SA test records
 - A, B, C, D, E, F, H, I, J, K, L, 3, 4, and 5
- If a student's ACT or SAT test is missing and no SNR reason is applicable create an EMIS helpdesk ticket
- If a district indicated they were giving one test and instead gave the other test, create a helpdesk ticket to clean up the assessment missing



EMIS receives a file from the Assessment Data Manager that includes all districts signed up to give the ACT and another file with districts signed up to take the SAT. EMIS uses the SAT file and assigns students in those districts to the SAT Missing List; all other students are assigned to the ACT Missing List (the ACT file is not used). A link is sent to superintendent's/school administrators in August to submit the ACT or SAT selection.

Non-College Reportable Results:

Helpdesk ticket 3035 & 103703

Report the assessment record with the score received.

Report no accommodations () were provided. The district may wish to administer another district-paid ACT for the student with appropriate accommodations, so he or she may perform to the best of his or her potential.**

Helpdesk #103810

Q. Took the ACT on their own in February and skipped our ACT testing window in March. The scores are being reported and making it to the DC as valid records, but the scores are still showing on the missing list as "outside of the testing window".

A. As long as you are reporting the results from a prior

administration, you could report a current record with an FY22 Spring administration date and a SNR of 3 Student achieved remediation free score on all parts of the ACT or SAT prior to spring of grade 11. That would take the student off the missing report.

Quick Check

Assessment Missing reports are intended to be used as a tool to identify students who may be required to test and for which a reported assessment is not found.

- Have all tested and non-tested students been accounted for?
- Are Assessment Missing Reports reviewed on a regular basis?
- Are others in your district involved in the review of assessment data?

ODDEX

- OH|ID > ODDEX App
 - <https://ohid.ohio.gov/wps/portal/gov/ohid/login>
- Records > Single Student > Assessments
 - <https://wiki.ssd-ohio.org/display/oddex/Assessments>

The screenshot shows the Ohio Department of Education's ODDEX web application. The page title is "Ohio District Data Exchange (ODDEX)" and the user is logged in as "Records Single Student". The navigation menu includes Home, SOES, SCR, SCM, Records, CCP, Tuition, and SSID. The "Assessments" tab is selected. The main content area contains a search and filter form with the following fields and options:

- Assessment Type: dropdown menu
- Test Grade Level: dropdown menu
- Assessment Group: dropdown menu
- File Output Format: dropdown menu (set to "Tab Delimited") with an "Export" button
- Local Student ID: text input field with a "FF Export" button below it. A note states: "If Local Student ID is left blank SSID will be substituted on export."
- Subject: dropdown menu
- Test Taken Between: "From:" and "To:" date pickers with "Find" and "Clear" buttons

Additional UI elements include a "Return to Summary" button and a "Help" link.



ODDEX

- Records > Bulk Export > Assessments
 - <https://wiki.ssd-ohio.org/display/oddex/Bulk+Export>
- CSV Upload File
 - Column 1 = SSID
 - Column 2 = (optional)
 - Blank
 - Local Student ID

The screenshot shows the 'Assessment Extract' page in the ODDEX system. The page has a red header with navigation links: Home, SOES, SCR, SCM, Records, CCP, Tuition, ODDX, and Setup. Below the header, there is a dropdown menu for 'Madison Local (049452)'. The main content area is titled 'Assessment Extract' and contains several input fields: 'Assessment Type', 'Test Grade Level', and 'Assessment Group' (all dropdown menus), a 'Clear' button, 'Subject' (dropdown), and 'Test Taken Between' (date range selector with 'From' and 'To' fields). At the bottom, there is a file upload section with 'Choose File' (No file chosen) and an 'Upload' button. A 'Help' link is also visible in the bottom right corner of the form area.

ODDEX

- Filter
 - Assessment Type
 - Subject
 - Test Grade Level
 - Assessment Group
- Local Student ID Tips
 - If the student data source system uses local student ids with leading zeroes or spaces, it will be necessary to include the leading zeroes/spaces in the CSV file. If, for example, only five characters/digits are supplied for the local id in the CSV file, the result in the export file will be the five characters/digits with four trailing spaces.
 - 'ABCDE '
 - '12345 '
 - If the local student id '12345' has leading zeroes, it needs to be supplied in the CSV file as
 - AA1234567,000012345

Summary

- Assessment Missing Reports can be useful before and after test results are received
- Caution must be taken to create SNR test records only when they are appropriate
- Assessment data should be reviewed early and often
- Assessment data is used for accountability purposes and can be audited

Resources

- Testing
 - ODE Home > Testing
- Monthly Testing Newsletters
 - ODE Home > Testing > Test Coordinator News
 - Deadlines/Important Dates
 - Pre-ID Dates
 - Test Dates
 - Result Dates
 - Rescores
- Ohio Test Portal
 - ODE Home > Testing > Ohio's State Test Portal



<https://education.ohio.gov/Topics/Testing>

<https://education.ohio.gov/Topics/Testing/K-8-District-Test-Coordinator-Bulletin-1>

<https://oh.portal.cambiumast.com/>

Resources

- EMIS Manual
 - ODE Home > Data > EMIS > Documentation > EMIS Manual
- EMIS Release Notes
 - ODE Home > Data > EMIS > EMIS Technical Documentation > EMIS Release Notes
- Assessment Missing Reports – Report Explanation
 - ODE Home > Data > EMIS > Documentation > EMIS Validation and Report Explanations
- ODDEX
- Data Collection Calendar & Appeals
- Your district staff
- Your ITC



Questions?

If you would like a certificate of attendance for this training, you must complete the below feedback form within 5 business days of this training

<https://tinyurl.com/EA-District-Feedback>



Presenter- Insert your contact information on this slide.

ITC Feedback for Certificate of Attendance

<https://tinyurl.com/EA-Train-the-Trainer-Feedback>