Working Assessment
Missing Lists

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Questions regarding appropriate use of EMIS Alliance materials, or requests for exception to the restrictions noted above, should be directed to Melissa Hennon [Melissa.Hennon@education.ohio.gov].
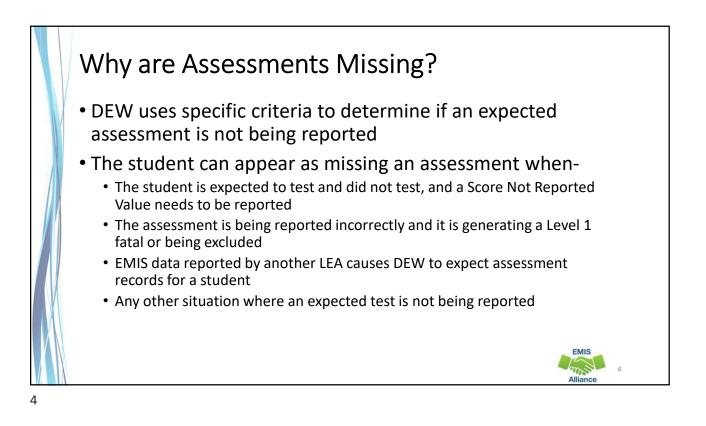
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Overview

- Assessment missing reports can be used prior to and after receiving assessment results to review students for whom test results are expected and who do not have results reported
- This is not a comprehensive assessment training but rather a focused session on working with assessment missing reports
- EMIS Staff should work closely with testing staff to ensure student assessments are reported to EMIS correctly and completely

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Why are Assessments Missing?

- DEW uses specific criteria to determine if an expected assessment is not being reported
- The student can appear as missing an assessment when-
  - The student is expected to test and did not test, and a Score Not Reported Value needs to be reported
  - The assessment is being reported incorrectly and it is generating a Level 1 fatal or being excluded
  - EMIS data reported by another LEA causes DEW to expect assessment records for a student
  - Any other situation where an expected test is not being reported

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Accessing Missing Assessment Reports

Assessment Collection Example

Child Outcome Summary Assessment Collection (FY24)

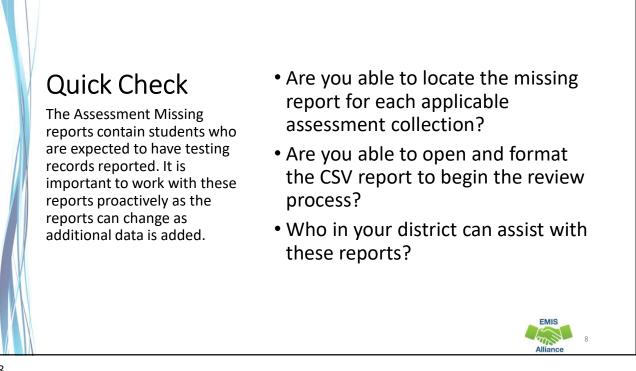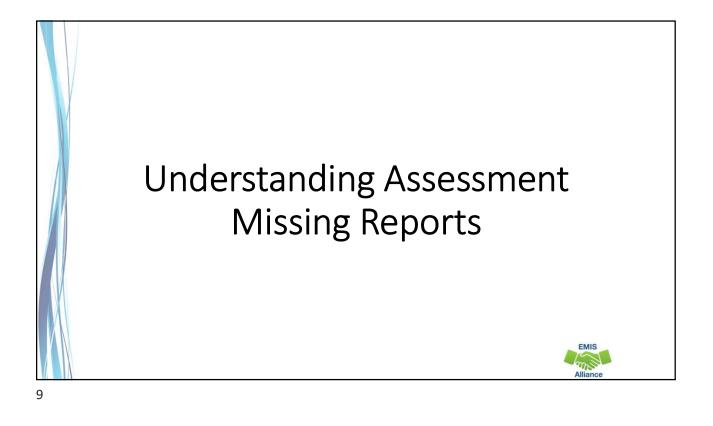FY24-A-Erly Lrng-COS: Required collection for Early Learning Childhood Outcome Summary State Assessments. Collection required for all Traditional Dist...

Submissions: October 19, 2023 - August 23, 2024 (158 days till close)
Version: 1
Status: The collection was submitted October 20, 2023 at 01:51:36 PM by
Submission Status: Processing Completed (October 20, 2023 at 01:51:40 PM)
Submission Number: 1 (attempt 1)
Actions: Start Collection
Add New Scheduled Collection
Set Default Collection properties

From ODE: Level 2 Reports

Prepare Outputs: View submission 1 Data

Select the submission link

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Preview/Submission CSV Files

Child Outcome Summary Assessment Collection (FY24)
Submission Number 1 (attempt 1), LEA:

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

Last Prepared: October 20, 2023 (150 days ago) at 11:54:27 AM

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

Generate Review Data

We will discuss Assessment Missing Reports and will briefly cover the other reports later in this presentation

File	Submission 1				Submission 0		
	Valid	Invalid	Total	|	Valid	Invalid	Total
Counts_of_Assessment_Records_Excluded.csv			5	|			0
Excluded_Student_Assessment_Record(FA).csv			1406	|			0
Missing_Report_-_COS_Assessment_Collection_FY24.csv			66	|			0
Student_Assessment_Record(FA).csv	36	0	36	|	0	0	0
Total counts:	36	0	1513	|	0	0	0

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Formatting the Assessment Missing Report

Open the Assessment Missing Report
- Wrap text header row
- Freeze top row
- Expand all columns
- Apply filters

- Better yet, use your macro!
  - https://community.mcoecn.org/display/EM/FY19+EMIS+Alliance+Instructional+Video+Resources
  - Watch the video, FY19- Using Excel to Troubleshoot EMIS Data, to set you your macro

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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?

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Understanding Assessment Missing Reports

Assessment Missing Reports

- Level 1 reports are generated when the collection is prepared
  - Must at least re-prepare to see daily updates
- 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
  - Check missing reports throughout the time the assessment collections are open
- Use similar criteria to determine missing assessments
- Missing reports do not look at Acceleration records (FB) or Grad Exemption (FE)

Missing Assessments

- Missing reports can be impacted by another LEA's reporting
  - Review Level 2 Student Collection Report - (ENRL-001) Resident Students Educated Elsewhere
- Verify ODDEX SCR issues closely
  - SCR issues have the potential to impact the LRC & missing assessments
- If assessments were recently submitted, wait until you receive confirmation that the submission was processed by DEW
  - If it is, do a re-prepare and check the missing report again to verify any updates from another LEA reported data
  - When in doubt, contact your ITC, ask DEW via the EMIS Helpdesk

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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
  - EX – Expelled (district is providing education during expulsion)
  - JV - Joint Vocational School District Program Participant
  - MR - BDD Program Participant
  - NP - Non-public placement at District Expense
  - OS - State School (OSB or OSD) Program Participant
  - PI - Proprietary Institution Program Participant
  - *Note: Sent To reasons do not apply to CTE, Preschool & KRA assessments*
- Has assessment results appearing in the statewide vendor file associated to that LEA
- Some assessments can have additional requirements for expected assessments – See EMIS Manual Section 2.8 Student Assessment (FA)

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Expected Assessments, cont'd

- Additional assessment considerations
  - 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 Full Academic Year (FAY) but will count at the state level
    - 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
  - If a district no longer is 'responsible' for a student's education
    - District also has no requirement to test
  - If a district is deemed 'responsible'
    - District must test the student

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State and Local Testing Windows

- Search "testing dates" education.ohio.gov for state testing windows
  - See EMIS Manual test date valid options in the 2.8 Student Assessment (FA) Record
  - Result dates must be reported within the appropriate testing window
- When an LEA chooses a shorter testing window
  - Report an Assessment Group attribute (DN) 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)
    - See EMIS Manual 5.3 Organization General Information (DN) Record
  - Local test windows will be used, if reported

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Scholarship Student Assessments

- AU (autism) students do not require assessments to be reported
- Jon Peterson Scholarship students must take all statewide tests or approved alternative assessments (Not Preschool)
  - The school or approved provider where the student is enrolled is responsible for administering these tests
  - If the Jon Peterson Scholarship provider is an EMIS reporting entity, they report the results to EMIS
  - If the Jon Peterson Scholarship provider is a non-EMIS reporting entity, the assessment results are not reported to EMIS

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Missing Assessments – Name Not Available

- When a student's name is not included on the Assessment Missing report, check the following to attempt to identify the student
  - Was this a deleted SSID?
  - Is the SSID in your SIS software?
  - Check ODDEX modules
  - Check Scholarship app in OH|ID
  - Check data in previous closed Student "S" Collection
  - Check Pre-ID Upload CSV and Assessment website
  - Contact ITC Helpdesk for Assistance

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Missing Assessment Data

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

	A	B	C	D	E	F	G	H	I	J	K
1	District IRN	Collection Request	Attending Bldg IRN	EMIS Student ID Numb	State Student ID	Last Nam	First Nam	Middle Name	Assessm ent Typ	Assessment Area Code	Assessment Area Code Description
2	TRAD IRN	2024AGMFY	BLDG IRN	EMIS ID	QQ0866866	Last	First	Middle	GM	TPRG	Taking appropriate action to meet needs progress
3	TRAD IRN	2024AGMFY	BLDG IRN	EMIS ID	FM2608068	Last	First	Middle	GM	E	Social-Emotional Skills
4	TRAD IRN	2024AGMFY	BLDG IRN	EMIS ID	FM2608068	Last	First	Middle	GM	EPRG	Social-Emotional Skill Progress
5	TRAD IRN	2024AGMFY	BLDG IRN	EMIS ID	FM2608068	Last	First	Middle	GM	K	Acquiring and Using Knowledge and Skills
6	TRAD IRN	2024AGMFY	BLDG IRN	EMIS ID	FM2608068	Last	First	Middle	GM	KPRG	Acquiring and Using Knowledge and Skills Progress
7	TRAD IRN	2024AGMFY	BLDG IRN	EMIS ID	FM2608068	Last	First	Middle	GM	T	Taking appropriate action to meet needs

Some Assessment Missing Reports can contain more than one Assessment Type

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Missing Assessment Data

The column headers on the Assessment Missing reports are consistent across assessment collections except for "Other Participating Assessments" which only appears for certain tests

L	M	N	O	P	Q
Test Grade Leve	Test Date	FA Statu	Missing Reason	Other Participating Assessmer	Run Date
**		Missing	Enrolled in Test Window	OELPA	Mar 15 2024 1:39PM
**		Missing	Enrolled in Test Window	OELPA	Mar 15 2024 1:39PM
**	2023120	Fatal	Enrolled in Test Window		Mar 15 2024 1:39PM
**		Missing	Enrolled in Test Window	3-8 Standard	Mar 15 2024 1:39PM
**		Missing	Enrolled in Test Window	3-8 Standard	Mar 15 2024 1:39PM
**		Missing	Enrolled in Test Window	3-8 Standard	Mar 15 2024 1:39PM

Run Date is the date the Prepare was completed by the Data Collector

Test date only appears as applicable to the report

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FA Status

- Fatal – There is a Level 1 error preventing the data from coming through
- Missing – A student assessment record has not been reported by the district
- Missing record reported NOT in test window -
  - The assessment record matches a missing assessment, but it cannot remove the student from the missing because the test date is not within the current test window. If the record passes validation it will be submitted

Test Date	FA Status	Missing Reason	Other Participating Assessment
20231201	Missing -record reported NOT in the test window	Enrolled in Test Window	
20231201	Missing -record reported NOT in the test window	Enrolled in Test Window	
	Missing	Enrolled in Test Window	OELPA
	Missing	Enrolled in Test Window	OELPA
	Missing	Enrolled in Test Window	OELPA
	Missing	Enrolled in Test Window	OELPA
20231201	Fatal	Enrolled in Test Window	

Valid – the student assessment record has been submitted by the district and meets processing checks(there are no examples of this option)

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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

Test Date	FA Status	Missing Reason	Other Participating Assessment	Run Date
	Missing	Has vendor test results		Mar 12 2024 11:27AM
	Missing	Enrolled in Test Window		Feb 28 2024 1:43PM
	Missing	Enrolled in Test Window		Feb 28 2024 1:43PM
	Missing	Enrolled in Test Window		Feb 28 2024 1:43PM
	Missing	Enrolled in Test Window		Feb 28 2024 1:43PM
	Missing	Enrolled in Test Window		Feb 28 2024 1:43PM
	Missing	Enrolled in Test Window		Feb 28 2024 1:43PM
	Missing	Enrolled in Test Window and has vendor test results		Feb 29 2024 1:39PM
	Missing	Enrolled in Test Window and has vendor test results		Feb 29 2024 1:39PM

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Other Participating Assessments – Spring Missing

- The value depends on whether the student also appears on other Spring Assessments or OELPA Missing Lists
  - 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

O	P	Q
	Other Participating	
Missing Reason	Assessments	Run Date
Enrolled in Test Window	Alternate	Mar 25 2024 2:25PM
Enrolled in Test Window	End of Course	Mar 25 2024 2:25PM
Enrolled in Test Window	End of Course	Mar 25 2024 2:25PM
Enrolled in Test Window	End of Course	Mar 25 2024 2:25PM
Enrolled in Test Window	OELPA	Mar 15 2024 1:39PM
Enrolled in Test Window	OELPA	Mar 15 2024 1:39PM
Enrolled in Test Window		Mar 15 2024 1:39PM
Enrolled in Test Window		Mar 15 2024 1:39PM

Other Participating Assessments column only appears on the Missing Reports for
- **Spring Alternate Assessment**
- **Spring End of Course**
- **Spring 3-8**
- **Spring OELPA**

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Multiple SSIDs for One Student

- In cases where a district finds that a student has multiple SSIDs, which SSID is maintained and reported depends on factors such as
  - the entity that requested the SSIDs
  - the entity that has reported the SSIDs
  - when and how long the SSIDs have been reported
- If only one of the SSIDs has previously been reported to EMIS by a PK-12 school, then that is the SSID the newly enrolling district should use

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Multiple SSIDs for One Student, cont'd

If more than one SSID has been reported to EMIS by PK-12 schools, the newly enrolling district should consider the following when determining which SSID to use

- If the student was a high school student at only one of the previous districts, the newly enrolling district should always use this high school SSID
- If the student was a high school student at more than one of the previous districts, the newly enrolling district should evaluate the data reported under both (or all) SSIDs to determine which to report
- If the student was not a high school student at any of the previous districts, the newly enrolling district should evaluate the data reported under both (or all) SSIDs to determine which to report
- When it is not clear which SSID to use (e.g., when multiple SSIDs were reported for high school), the newly enrolling district should consider things like how long the SSIDs were reported, how much data is associated with each, and which was reported with more assessment or progress toward graduation related data when determining which to report

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Multiple SSIDs for One Student, cont'd

- All non-selected SSIDs that are not being reported in the current school year should be deactivated and mapped into the selected SSID

- For non-selected SSIDs that are being reported in the current school year, all districts currently reporting the student must coordinate to keep only one SSID and to deactivate all others

- If an SSID that is currently being reported is deactivated, the reporting district will receive fatal errors
  - These fatal errors likely lead to the reporting district reactivating the prior SSID and deactivating the SSID selected by the newly enrolling district

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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

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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

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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
  - Deactivate and link SSIDs if they both were for the same student
  - Leave two SSIDs active if the "incorrect" SSID belongs to another student
- 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

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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 testing windows on the DEW website?
- Did you keep a list of students with SSID changes?

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Score Not Reported Reasons

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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 reasons should not be reported if the record should be ignored as it could have a negative impact on accountability calculations

- Refer to EMIS Manual 2.8 Student Assessment (FA) Record for additional information regarding Score Not Reported Reasons

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Score Not Reported Reason A

A – Medical Reason
- Districts can submit a medical waiver for a student who will not or did not test based on medical reasons
  - Administrators can submit a medical waiver through their OH|ID account using the Data Collection tile
  - The emergency medical waiver application is intended for situations that arise during the testing windows
  - Examples include, the make-up test windows, unexpected or worsening illness, or physical injury immediately before or during the testing window
  - Districts are not required to submit a medical waiver request to DEW however, if a medical waiver isn't submitted and approved, the student will show as untested on the Report Card

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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

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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
  - 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

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Score Not Reported Reasons I, J, and K

- I – Student was tested but the test was invalidated by DEW 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

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Score Not Reported Reason L

- L – Student has a disability condition for which no vendor accommodation exists
  - Use this code if a student's IEP requires an accommodation that is not available for the assessment being reported and the student therefore did not take the assessment
  - For the OELPA and Alt-OELPA, this option is used to report the exempted domain(s) of either test
  - Districts may exempt students from no more than three of the four domain tests on the OELPA and Alt-OELPA (listening, reading, writing, and speaking) if the student's disability is such that the student cannot participate in the stated domain test per the IEP or 504 plan with existing accommodations
  - Gen Issues ISO421 – SNR L Reported for all four domains

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Score Not Reported Reasons N and P

- N – Student taking subject above grade level, no subject test at higher grade (OST 3-8, GN Assessments only)
- P – Not tested due to timing of Alternate Assessment determination (EOC, GE and OST 3-8, 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

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Score Not Reported Reasons R and S

- R – Parent requests results not be reported to the state
  - COS (GM) and KRA (GO)
  - Report when parent makes a request under ORC §3301.0714(B)(1)(n)
  - This law also applies to the preschool assessments managed by the Office of Early Learning and School Readiness
- S – Non-scorable assessment
  - 3-8 Alternate Assessment (GA)
  - KRA (GO)
  - HS Alternate Assessment (GX)

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Score Not Reported Reason W

W – Student received graduation credit for assessment area due to an assessment administration being canceled due to COVID-19 ordered school building closure in school year 2019-2020 or due to the COVID-19 related flexibility for juniors or seniors in school year 2020-2021

- Valid for End of Course (GE) and HS Alternate Assessment (GX)
- Can report this SNR if using course grade and actual result
  - DEW will use the higher score
  - Number in score field represents graduation points earned
- Test taken date must be from a date prior to FY22

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Score Not Reported Reason X

X – Student received graduation credit for assessment area due to completion of a dual credit course
- End of Course (GE)
  - Number in the score field represents the grade the student received in the course
- CTE Technical Assessment (GY)
  - Value in score field represents the student's proficiency

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Score Not Reported Reasons Y and 2

- Y – Student transferred with course completed out of state or while being homeschooled - End of Course (GE)
  - 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
  - Only used for students in the FY22 or earlier graduation cohorts

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Score Not Reported Reasons 3, 4, and 5

- 3 – Student achieved remediation free score on all parts of the ACT or SAT prior to Spring of grade 11
- 4 – English Learner, less than 2 years in US schools and no accommodations available for ACT (AC) and SAT (SA) Assessments
- 5 – This code should only be used in cases where an assessment vendor who scores an assessment communicates to the district that the results for a specific student will not be available to report in EMIS by the end of the relevant EMIS collection, including any associated appeal window

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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?
- Have you looked at the FY24 Change List and Collection Release Notes?

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Assessment Missing Reports
by Collection

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Missing Report – COS Assessment Collection

- Resident districts are required to submit the COS assessment records (GM) for their resident students enrolled anytime during the school year, including residents attending elsewhere

- COS assessments are also required for Itinerant and Related Services only Preschool Students

- Not required for typical preschool students

- Not required for preschool students who are Autism Scholarship Participants

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Missing Report – COS Assessment Collection, cont'd

Preschool students with disabilities must have at least one COS assessment record reported per school year
- Entry to preschool special education
- Exit preschool special education
- Student enters and exits preschool special education services in the same school year with 6 months or more between entry and exit, two COS assessment records should be reported

- Gen Issues ISO476 – Number of COS Scores Reported
  - Compares the number of students with COS scores submitted compared to the prior year (Informational)

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Missing Report – COS Assessment Collection, cont'd
- When another LEA reports a preschool student with an incorrect DOR, a student could appear on the missing report for that incorrectly reported DOR
  - Check ODDEX SCR conflicts & Records for misreported DOR data
  - Gen Issues ISO491 - Preschool Reported as your resident student and your district is not reporting the student
- 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

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Missing Report – KRA Assessment Collection

- The administration window for the Kindergarten Reading Assessment (GO) Revised is not earlier than the first day of July of the school year and not later than the twentieth day of instruction of that school year
- Report will display any student reported with
  - Grade level of KG and enrolled between the first day of school and November 1st
    - Enrolled between the first day of school and September 30 but the collection will accept tests for students who were tested between 9/30 and 11/1. Those students would likely appear on the Supplementary report. If a vendor result is found, then it disappears from the Supplementary.   Report checks for the student in any district's prior year S data as second year KG students should not have KRA assessment records reported
  - English Learners are expected to take the KRA assessment

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Missing Report – KRA 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

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Missing Report – KRA Assessment Collection, cont'd

- Once vendor file is received, DEW will apply the results to the missing report
- Missing report is based on enrollment and vendor file
- 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

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Missing Report – Tier 1 Dyslexia Screener

- For FY24 administered to all students in grades K-3
  - Kindergarten students must be assessed after January 1, 2024, but prior to January 1, 2025
  - Students in grades 4-6 must be assessed if requested by a parent or by a teacher (with parental consent)
- Missing report is based on enrollment
- LEA where student is enrolled must report the assessment
- Score not reported reasons valid for manually created records
  - A, B, C, D, E, F

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Missing Report - Reading Diagnostic

- Administered to all students in grades K-3
  - Kindergarten students must be administered by the 20th day of instruction
  - Grades 1-3 students must be assessed by September 30th
- If KRA is administered as the Reading Diagnostic, do not report those results in this collection, report the results in the KRA Collection
- Missing report is based on enrollment – not available in FY24
- Score not reported reasons valid for manually created records
  - A, B, C, D, E, F, J, K, L

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Missing Report – Fall Third Grade ELA and Reading

- Grade 3 students who were enrolled during the fall test window should be reported with Ohio's State Test English Language Arts and Reading (GN) records
- Once vendor file is received, DEW will apply the results to the missing report
- If the student was required to test and did not, report an assessment record with the appropriate Score Not Reported reason
- 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

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Missing Report – Spring 3-8 Assessment Collection

- Grades 3 - 8 students who are enrolled in the district's local test window or state test window should have results reported in the Spring State Assessment (GN) Grades 3-8 Collection
- Once vendor file is received, DEW may apply the results to the missing report
- Missing report includes "Other Participating Assessments" column
- Report will reflect SSID changes
- Gen Issues Report IS0392 – Next Gen Outside Range will list any scores which are outside the valid range

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

- Accelerated Students
  - Acceleration record (FB) is not used for the missing report
- 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

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

- 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
- A student may take the Spring test to allow a child to score higher

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Missing Report – Spring 3-8 Assessment, 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 once the Alternate assessment is reported
- Once the vendor file is received, DEW may 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
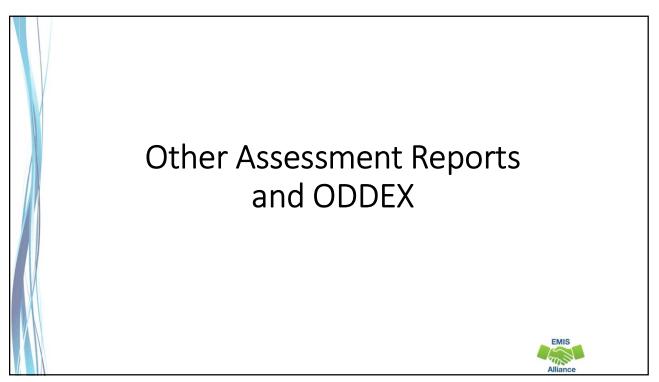- If a student's 3-8 Spring Ohio's State test is missing and no SNR reason is applicable create an EMIS helpdesk ticket

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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

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Missing Report – End of Course Collection

- Spring End of Course (GE) State Assessment Collection
  - Missing report based on course reporting
  - Once statewide test vendor file is received, DEW will apply the results to the missing report
- No Missing Report for Summer and Fall EOC Collection
- Missing report includes "Other Participating Assessments" column
- Will reflect SSID changes
- Gen Issues Report IS0393 – End of Course Assessment is Outside Range - will list any scores which are outside the valid range

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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

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EOCs and Subject Codes

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.
	110301	Algebra I	
	110480	Applied Algebra or Applied Mathematics I	These students may not take an End-of-Course test if used as first year of a two-year program.

This chart can be found in the Assessment Missing Report Explanation

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
Geometry	111200	Geometry	
	110490	Applied Geometry or Applied Mathematics II	These students may not take an End-of-Course test if used as first year of a two-year program.
Integrated Mathematics I	110065	Advanced Mathematics 8	All students should be taking an End-of-Course test, either Algebra I or Integrated Math I.
	110010	Mathematics I (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 1.
	110480	Applied Algebra or Applied Mathematics I	These students may not take an End-of-Course exam if used as first year of a two-year program.
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.
	110490	Applied Geometry or Applied Mathematics II	These students may not take an End-of-Course test if used as first year of a two-year program.
Biology	132230	Biology	
	132330	Advanced Biology	
American Government	150300	Government (American)	
	150308	Government/Economics (American)	
	159950	Government & Politics (United States)	
	159960	Government & Politics (Comparative)	
American History	150810	History (American)	
	152300	History (Integrated)	

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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

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Missing Report – End of Course Collections, cont'd

- Missing report includes "Other Participating Assessments" column
- 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

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Missing Report - Spring Alternate Assessments

- 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 (GA) and High School Assessment (GX)
  - For HS Assessment, (GX) only grades 11 and 12 on missing
- Looks for Test Type ALT on the Special Education IEP (GE) record
- Missing report includes "Other Participating Assessments" column
- Once vendor file is received, DEW 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

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Missing Report - Spring Alt Assessments, cont'd

- Looks for passing scores on the Alternate Assessment in each subject
- Alt Assessments are taken in 10th grade, all subjects at one time
  - Students can take Alt Assessment starting in 9th grade and at any time through HS career
  - By 11th grade most alternately assessed students have taken all necessary courses
  - 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
- If a student's Alternate Assessment test is missing and no SNR reason is applicable create an EMIS helpdesk ticket

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Missing Report - OELPA Spring Assessment Collection

- Ohio English Language Proficiency(GF) Assessment - OELPA
- Report will display students enrolled during the test window who are reported with an English Learner (EL) Status Element not equal to N
- Gen Issues ISO394 – Score is outside valid range
- Once vendor file is received, DEW will apply the results to the missing report
- Missing report includes "Other Participating Assessments" column
- 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

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Missing Report - OELPA Spring Assessment, Cont'd

- ALT-OELPA
  - A way for English learners with the most significant cognitive disabilities to demonstrate their English language proficiency on an assessment based on alternate proficiency expectations for English language development
  - Students are unable to participate in the Ohio's general English Language Proficiency Assessment (the OELPA) even with accommodations
- Missing ALT-OELPA
  - For FY24, the OELPA manifest will allow reporting of FY23 and FY24 OELPA-ALT results but only FY24 OELPA students will be on the missing. Therefore, reporting FY23 results will have no impact on the missing report. (DEW Ticket 177918)

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Missing Report – DPR Growth Assessment Collection

- Students enrolled in a DPR school during the fall and spring test window should be reported with a STAR assessment (GD)
  - Reduce unified scaled score by 500 points prior to upload to Data Collector (DEW will add back in)
  - Not required for students with disabilities who are reported with an IEP Test Type of ALT
- For a DPR school, every student who enrolls needs to take the STAR math and the STAR reading tests at least once
  - If the student enrolls late enough that there aren't enough weeks left in the school year to test a second time, or the student doesn't remain enrolled for at least 13 weeks, a second test is not expected

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Missing Report – DPR Growth Assessment Collection, cont'd

- Once vendor file is received, DEW will apply the results to the missing report
  - Test results for Fall are added first
  - Spring test results will be added for students who are not already on the missing list
- 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
- There are eleven possible Gen Issues reports for DPR schools

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Missing Report - Career Tech Assessment Collection

- CTE Technical Assessment (GY) aka OCTCA and WebXam
- Industry Credential (GW) – Not included in Missing Report
- The WebXam vendor file will be used to generate the Missing Report
- Gen Issues ISO492 will identify students who are reported with a CTE Technical Assessment but who are not reported as being enrolled in an aligned course in the current or prior year
- Valid SNR reasons for manually created GY test records
    - B, C, D, E, F, H, J, X
- If a student's CTE Technical Assessment test is missing and no SNR reason is applicable create an EMIS helpdesk ticket

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Missing Report – Other Accountability Assessments

- Reported in this collection but not included in Missing Reports
    - Advanced Placement (AP)
    - International Baccalaureate (IB)
    - WorkKeys (WK)
        - Valid SNR reasons for manually created WK test records, H and 5
- Assessment Missing report will display
    - American College Testing (ACT) AC
    - Scholastic Aptitude Test (SAT) SA
        - Students who are first time in Grade 11 and enrolled during the state funded ACT/SAT test window
        - The test that the LEA indicated they would use (ACT or SAT)
        - Once vendor file is received, DEW will apply the results to the missing report

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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

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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

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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?

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Other Assessment Reports and ODDEX

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Supplementary Assessments Being Reported

- Supplementary CSV may not always be available and cannot be produced if DEW does not have a vendor file
- The supplementary report contains students who do not appear on the missing report
- Student was not on the vendor file and record is reported by the district
- Districts may report newly enrolled students with test results from a prior district

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Supplementary Assessments Being Reported, cont'd

- Districts are expected to review their Supplementary report to ensure that the students on the report should be submitted
- If it is determined that all students on the Supplementary report are valid then no further action is needed
- If it is determined that some students are in error, then the records should be removed from the submission prior to submitting

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Excluded Records

- Assessment Collections exclude assessments that are not collected in that specific assessment collection
- Verify that records that should be included on the report are not excluded incorrectly
- Ignore correctly excluded records

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ODDEX – Records > Assessments

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ODDEX - Records > Bulk Export > Assessments

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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

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Resources

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

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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

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