

Utah Local Adaptive Assessments Administration Guide

Spring 2013



Change History

Date	Version	Description		
2.5.13	V1	Version 1 release		



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This document contains the guidelines for administering the Utah Local Adaptive Assessments (ULAA). Please review this document carefully prior to preparing for spring testing. To support your efforts, we have scheduled several webinars to review the information contained in this document and to answer any questions you may have.

WEBINAR SCHEDULE

2013 ULAA General Information

- Tuesday, March 5, 2013 10:00am-11:00am MT
- Wednesday, March 13, 2013 3:30pm-4:30pm MT

This webinar will provide an overview of testing requirements. We will review the content of the administration guide and provide time for questions.

Class Roster File/Special Programs File Preparation

- Thursday, March 7, 2013 10:00am-11:00am MT
- Thursday, March 14, 2013 3:30pm-4:30pm MT

Each pilot district will be required to submit a CRF and SPF for spring testing. We will review file requirements specific to the pilot, the data validation process and how to correct data errors prior to testing.

Submitting Non/Participation and Accommodation Codes

- Wednesday, March 27, 2013 10:00am-11:00am MT
- Tuesday, April 2, 2013 3:30pm-4:30pm MT

We will review the process for submitting non/participation/accommodations codes using Test Taker and using the Participation and Accommodation Code Editor (PACE) website.

INSTRUCTIONS FOR ACCESSING WEBINARS

Please log in 10 minutes prior to start time to download required components.

- 1. Go to: http://nwea.acrobat.com/UTAH
- 2. Select the Guest radio button and type in your district or school name.
- 3. Click Enter Room.
- 4. Dial into conference line: 888-827-6039
- 5. Passcode: 44091635#

Webinars will be recorded and available 24 hours after the presentation at http://nwea.acrobat.com/UTAH.

SUPPORT TEAM

If you have questions or need assistance during the testing season:

NWEA Technical Support

877-469-3287

Please call Technical Support for any questions related to your technical setup. Please indicate you are using the Utah Local Adaptive Assessments (ULAA).

Katie Redden, Account Manager

katie.redden@nwea.org

503-548-5062

Please call Katie with questions regarding class roster files, special program files, test administration and reports.

Brenda Hein, Program Manager

brenda.hein@nwea.org

Carolyn Mock, Senior State Account Executive

carolyn.mock@nwea.org

KEY DATES

March 5 -April 2	Webinars to review Administration Guidelines
March 15	CRF and SPF processing begins
March 15	ULAA test packages available for download
April 8 – May 31	Spring 2013 Testing Window
May 20 – June 7	Final Data Corrections
June 7	Final day for Accommodations and Non Participation Codes submission
June 21	Report delivered to USOE

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Overview

Utah Local Adaptive Assessments (ULAA) are blended model assessments. The purpose of these tests is to provide both summative information that addresses federal NCLB requirements and instructionally informative results that can be productively used in classrooms.

ULAA contain two segments:

- Segment 1 delivers a proficiency level used in summative Adequate Yearly Progress (AYP) reports. This segment follows Utah's CRT test blueprints and uses item pools specific to the student's grade level. There are approximately 40 items in this segment.
- Segment 2 delivers an overall RIT score and RIT ranges for goal areas within the subject. This portion of the test is comprised of approximately 20 items and may use item pools spanning more than one grade level.

Utah Local Adaptive Assessments are available in the following content areas:

- Reading (grades 3-11)
- Language Usage (grades 3-11)
- Mathematics (grades 3-7)
- Pre-Algebra, Algebra I, Algebra II and Geometry
- Science (grades 4-8)
- Biology and Earth Systems

Test Administration

Testing Window

The 2013 spring test window will occur during the last six weeks of the school year. Each district/school test window must end no later than one week prior to the last day of school.

Test Names

The test names are listed as they will appear in Test Taker.

Language
2013_ULAA_Language_Grade 3
2013_ULAA_Language_Grade 4
2013_ULAA_Language_Grade 5
2013_ULAA_Language_Grade 6
2013_ULAA_Language_Grade 7
2013_ULAA_Language_Grade 8
2013_ULAA_Language_Grade 9
2013_ULAA_Language_Grade 10
2013_ULAA_Language_Grade 11

Reading
2013_ULAA_Reading_Grade 3
2013_ULAA_Reading_Grade 4
2013_ULAA_Reading_Grade 5
2013_ULAA_Reading_Grade 6
2013_ULAA_Reading_Grade 7
2013_ULAA_Reading_Grade 8
2013_ULAA_Reading_Grade 9
2013_ULAA_Reading_Grade 10
2013_ULAA_Reading_Grade 11

Math 2013_ULAA_Math_Grade 3 2013_ULAA_Math_Grade 4 2013_ULAA_Math_Grade 5 2013_ULAA_Math_Grade 6 2013_ULAA_Math_Grade 7 2013_ULAA_Math_Pre-Algebra 2013_ULAA_Math_Algebra I 2013_ULAA_Math_Algebra II 2013_ULAA_Math_Geometry

Science
2013_ULAA_General Science_Grade 4
2013_ULAA_General Science_Grade 5
2013_ULAA_General Science_Grade 6
2013_ULAA_General Science_Grade 7
2013_ULAA_General Science_Grade 8
2013_ULAA_Science_Biology_EOC
2013_ULAA_Science_Earth Systems_EOC

Scheduling

ULAA are not timed. For scheduling purposes, average test duration is:

Grade level: 60 – 75 minutes End of Course : 60 – 80 minutes

Segment 1: approximately 40 questions Segment 2: approximately 20 questions Total: 60 – 70 (max) questions

- Segments 1 and 2 are combined into one test.
- Only administer the subject areas for which your district has a MAP testing license.
- Students taking the ULAA tests should not take standard MAP Assessments in spring.

Rostering Students for Testing

Each district will be required to submit a Class Roster File (CRF) and a Special Programs File (SPF).

- Data provided in the CRF and SPF must match your district's pre print files provided to NWEA by the Utah State Office of Education (USOE).
- <u>ALL STUDENTS</u> in required grade levels must be included in the CRF for <u>each school</u> administering ULAA. If a student is not taking the ULAA, they still need to be included in the CRF. NWEA will require the appropriate non participation code for each student without a test event in each subject.

Class Roster File preparation

There are three fields in the CRF that *may* require different information than your district normally submits for a test window.

1. Student ID (Column Q)

Use the Utah State Student Identifier (SSID) for each student in column Q. If your district did not previously use the SSID in the class roster file in winter, please utilize the Previous Student ID column (column P) to link the previous LEA student ID to the new SSID.

Р	Q	R	S
Previous Student ID	Student ID 💌	Student Last Name	Student First Name
224583	1678536	Patel	John
224584	1297486	Chen	Kevin
224558	1347965	Muhammed	Ibrahim
224586	1689574	Meyers	Emma
ID number used in last CRF if not the SSID	SSID number		

- 2. Student Middle Initial Field (Column T)
 This field is REQUIRED.
- 3. Student Ethnic Group Name (Column X)

This field is REQUIRED. Please utilize the following 8 Ethnicity Codes:

- Asian
- Black
- Caucasian
- Hispanic
- Multiple Races

- American Indian
- Pacific Islander
- Unknown

Special Programs File (SPF) preparation

The SPF file provides a list of students in special reporting groups. The following Special Programs are required groups:

- Special Education
- ELL
- Free and Reduced Lunch

А	В	С	D	Е	F
TermName	StudentID	StudentLastName	StudentFirstName	StudentMiddleInitial	SpecialProgramName
Spring 2011	1347965	Muhammed	Ibrahim	W	Special Education
Spring 2011	1347965	Muhammed	Ibrahim	W	ELL
Spring 2011	1297486	Chen	Kevin	S	Special Education

TIPS for Error Free Files

- Students listed in SPF must also be listed in the CRF.
- Use only SSIDs in the Student ID column.

CRF/SPF Resources

- Download a CRF template at: http://www.nwea.org/support/article/923/class-roster-file-crf-template.
- Download an SPF template at: http://www.nwea.org/support/article/927/special-programs-file-spf-template.
- Field descriptions for the CRF/SPF specific to the ULAA can be found in the Appendix.
- A webinar will be offered to review the CRF/SPF process. See page 3 for details.

CRF/SPF Validation and File Processing

There are two levels of data validation prior to roster processing. Files that do not contain the required information as noted in the appendix will be returned for correction prior to processing.

Data Validation #1: CRF and Pre Print files

NWEA will validate CRF data against the pre print files provided by USOE.

- Corrections to the CRF and SPF will be requested if the following fields are not a match:
 - o SSID, First Name, Last Name, Date of Birth, Gender, and Grade.
- The district is responsible for making corrections and uploading revised CRF and SPF files.
- The revised CRF and SPF will be validated against the pre print files again. If errors remain, corrections will be requested.

Data Validation #2: Standard CRF/SPF checks

Once NWEA has a CRF and SPF that matches data in the pre print files, a second data validation will occur. This validation is NWEA's standard check for data issues such as blank fields and students or teachers sharing an ID.

- If errors are found in the CRF or SPF, NWEA will provide an error log via email and request revisions. The district will be responsible for uploading revised CRF and SPF files.
- The revised CRF and SPF will be validated again in the NWEA system. If errors remain, corrections will be requested.

CRF/SPF processing

When the CRF and SPF are error free, they will be processed and entered into the NWEA system. An email will be sent notifying your district when complete.

Please note: Uploading your revised CRF and SPF files in a timely manner will ensure your files are processed before your testing window begins. CRF and SPF processing can not be expedited.

How to upload your CRF and SPF to NWEA

- Log onto the NWEA Reports Site(https://reports.nwea.org) as a MAP Coordinator
- Click the Upload Roster link from the left-hand navigation menu
- Select the School or District Name and the roster term
- Click the Add Files button to browse to the CRF and SPF on your computer
- Click the Open button to add the files
- In the Notes box, please indicate: **ULAA 2013**
- Click the Start Upload button to submit your files to NWEA

You will receive a confirmation message on the screen indicating that your upload was successful.

Preparing the computer lab for testing

Follow standard set up instructions for MAP testing.

1. TestTaker

- All ULAA districts will use the most current TestTaker versions recommended
- Current TestTaker versions are available for download here: http://www.nwea.org/support/article/934.
 - o Mac TestTaker 8.0
 - o Intel Mac Test Taker 9.1.1
 - o PC TestTaker 9.0
- Check the current version installed in your lab by looking at the TestTaker login screen:



2. Downloading Test Packages

- ULAA tests will be available for download on March 15, 2013 via the NTE Administration Tool.
- MAP Coordinators and Technical Coordinators will be notified via email when test packages are available for download.
- A complete list of ULAA tests can be found in the Test Administration section of this guide.

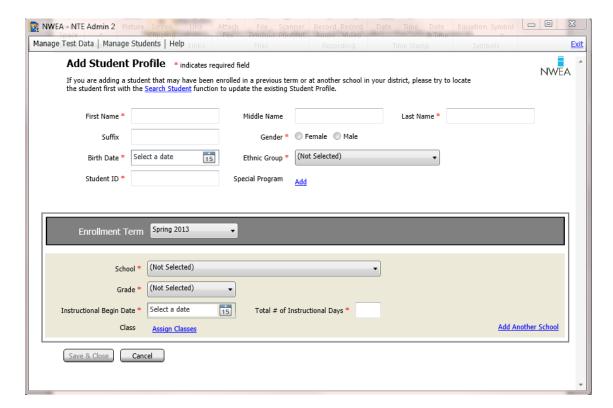
If you encounter technical issues, please call the toll free technical support line at 877.4NWEA.TS (877.469.3287). Please indicate you are using ULAA.

Rostering students using NTE Admin 2

Students who were not included in the Class Roster File should be rostered using NTE Admin 2. Student data added through NTE Admin 2 will be validated against the USOE database. NWEA will request corrections if the following fields do not match: SSID, Last Name, First Name, Middle Initial, DOB, Gender, Grade.

- Student ID: Use SSID only
- Ethnic Group (use only the following options):
 - o Asian
 - o Black
 - o Caucasian
 - o Hispanic
 - o American Indian
 - Pacific Islander
 - Multiple Races
 - o Unknown
- Special Programs: Use this field if a student should be included in the following special programs. Otherwise, leave this field blank.
 - Special Education
 - o ELL
 - o Free and Reduced Lunch
- A student must be associated with at least one class.

Detailed instructions for adding a student: http://www.nwea.org/support/article/692.



Recording Non/Participation and Accomodations Codes

All non/participation and accommodation codes must be submitted by June 7, 2013.

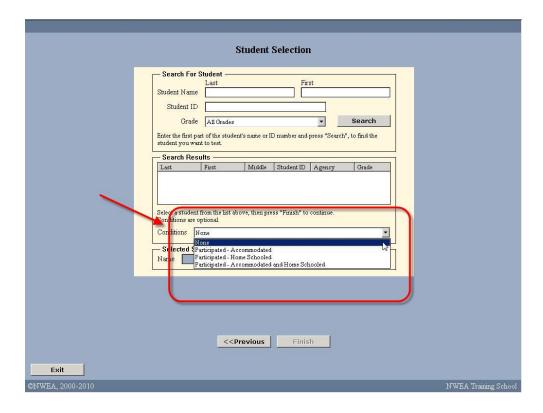
At test time in TestTaker

Participation/Accomodation Codes

Proctors should select a Participation/Accommodation code from the Conditions drop down menu on the Student Selection screen in TestTaker at the time of testing. The specific accommodation/s a student received will not be recorded.

- Participated Accommodated
- Participated Home-school

If no action is taken, the program will default to None which means the student participated without accommodations.



During/after testing using the Participation and Accommodation Code Editor (PACE) https://pace.nwea.org

• Non Participation Codes

NWEA will provide the Participation and Accommodation Code Editor (PACE) website for the collection of non participation codes. The application will allow the following NWEA logins to gain access to the system:

- MAP Coordinators
- Schools Administrators
- Proctors

The NWEA permission hierarchy will be used to determine for which school(s) a user can view and modify data. PACE will filter data based on district, school, grade, class, student and test. PACE will allow the user to display students without test events for a subject so non-participation codes can be assigned. The following Non Participation Codes will be utilized:

- Absent
- Excused
- Unknown student
- ➤ Withdrawn from class/school
- ELL First Year in U.S. April 15 or later
- > ELL First Year in U.S. Before April 15
- Private or Home School non-participant
- ➤ RT Refused to Test
- ➤ UAA Utah Alternate Assessment
- Adding and Altering Participation/Accommodation Codes
 PACE will also allow a user to add or alter accommodation codes for students previously
 assigned in Test Taker. Changing of participation/accommodation codes will be allowed at any
 time.
 - Participated
 - Participated Accommodated
 - Participated Private or Home-school

Resources

- Participation and Accommodations Code Editor (PACE) Instructions can be found in the Appendix.
- Two webinars will be offered to preview the application and show the process for entering these codes. See page 3 for details.

Uploading Test Results

Follow standard MAP instructions for uploading test events. Upload the test results from your local server to NWEA every day after testing. Instructions can be found on the NWEA website: http://www.nwea.org/support/article/584.

Problem Item Reports

Follow standard instructions for submitting a report when test questions have display or content issues. Instructions can be found on the NWEA website:

http://www.nwea.org/support/article/966/problem-item-report-form

If a Student Takes an Incorrect Test

If a student takes an incorrect test (ie: wrong grade level, wrong End of Course test), please fill out a Data Repair Request – Delete Test Event form found on the NWEA website: http://www.nwea.org/support/article/964. Please include ULAA in the test name on the form.

Retesting

- For all tests except Algebra 1 and 2, the first test taken is the valid test event. If a student takes a second test, it will not be a valid score.
- For the Algebra 1 and Algebra 2 tests, the highest score is valid. The highest score received when the test window is closed will be the valid test event.

When testing is complete

- Close your test window in the NWEA Reports Site → Declare Testing Complete after your last day of testing. Instructions on how to change or close your test term window: http://www.nwea.org/support/article/901
- 2. If NWEA identifies data errors that need to be corrected, your MAP Coordinator and CRF Coordinator will receive an email with instructions. All requested data correctios need to be uploaded to NWEA no later than Friday, June 7, 2013.

Detailed instructions will be provided if data corrections are requested.

Reports

Districts administering ULAA in spring 2013 will receive the reports outlined below. *See Appendix for report examples.*

- 1. End of Screen Score report with Overall RIT score
 - Report is provided immediately at end of test in TestTaker.
 - Report should be printed immediately after testing. It will not be available after testing.
 - This report will not provide proficiency level information.

2. Online Reports

- 2013 ULAA test events will be available in reports the day after they have been uploaded to NWEA. The overall RIT will be included, but not the proficiency scores.
- Projected Proficiency data in Dynamic Reports will not be available for ULAA test events.

3. End of Term Reports

- All standard End of Term (Ordered) reports will be available for ULAA test events.
- Standard ordering and reporting rules apply.

4. Custom Reports

- a. Adequate Yearly Progress Proficiency Report
 - DUE DATE: One week after testing window has closed.
 - Individual reports will be organized by school and grade level.
 - Reports will be made available via NWEA Reports Site to MAP Coordinators for retrieval.

b. Custom data file

- DUE DATE: June 21, 2013
- Data file will contain Overall RIT score and goal area scores, proficiency level, and non/participation codes.
- File will be made available via NWEA Reports Site to MAP Coordinators for retrieval.

Appendix

- A. Class Roster File field descriptions
- B. Special Programs File field descriptions
- C. Participation and Accommodation Code Editor (PACE) Instructions
- D. Adequate Yearly Progress Proficiency Report
- E. Custom LEA Data File Specifications

APPENDIX A: NWEA ULAA Spring 2012 CRF Field Descriptions

ALLEN	DIX A: NWEA ULAA SPI	6 2012	Citi Ficia Desci	i i priorio
Column	Data Field	Required?	Format Notes	Field Description & Supplemental Notes
<u>A</u>	Term Name	Yes	Alpha/Numeric (11 character limit) Spring 2012	SPRING 2012
<u>B</u>	Beginning Instructional Date	Yes	Date in M/D/YYYY format (10 character limit) 8/27/2011	Supply the first day of the school year (not the first day of the current term).
<u>C</u>	Total Number of Instructional Days	Yes	Numeric (1-366 days) <i>180</i>	Supply the total number of days in the school year (not the total number of days in the current term). This field should be the same for every student in the district.
<u>D</u>	Testing Window Start Date	Yes	Date in M/D/YYYY format (10 character limit) 5/2/2012	Supply the date each school will begin testing. The date may be different among schools; however, it must be the same for all students at that school.
E	Testing Window End Date	Yes	Date in M/D/YYYY format (10 character limit) 5/20/2012	Supply the date each school will end testing. The date may be different among schools; however, it must be the same for all students at that school.
E	School Name	Yes	Alpha/Numeric (65 character limit) Lincoln Middle School	Supply the full name of the school.
<u>G</u>	School Number	Yes	Alpha/Numeric (5 character limit) 704	School number assigned by USOE. Example: 704 North Sevier High School
<u>H</u>	Previous Teacher ID	No	Alpha/Numeric (25 character limit) <i>LC730</i>	This field is required only if changing a teacher's ID; leave blank if you are not changing the teacher's ID. This field is only required during the term in which the change occurs.
1	Teacher ID	Yes	Alpha/Numeric (25 character limit) 1009736	Each teacher should have only one ID for each school, and the ID must be unique within the district. Teachers with classes at more than one school should have a unique ID for each school.
J	Teacher Last Name	Yes	Alpha/Numeric (20 character limit) Smith	Supply the last name of each teacher.
<u>K</u>	Teacher First Name	Yes	Alpha/Numeric (20 character limit) Sarah	Supply the first name of each teacher.
L	Teacher Middle Initial	No	Alpha (1 character limit) <i>M</i>	Supply the teacher's middle initial. Do not include punctuation.
<u>M</u>	Class Name	Yes	Alpha/Numeric (20 character limit) Room 222 Section 4A	This field is used in conjunction with Teacher ID, Teacher Last Name, and Class Period Name to designate report groupings.
<u>N</u>	Class Period Name	Yes	Alpha/Numeric (20 character limit) Period 3 Group 1 Homeroom	Supply the class period for all students per class. You must provide enough information to uniquely identify reporting groups. A generic Class Period Name (e.g., "1" or "All") can be used for full-day classes such primary school classes.

APPENDIX A: NWEA ULAA Spring 2012 CRF Field Descriptions continued

Column	Data Field	Required?	Format Notes	Field Description & Supplemental Notes
<u>o</u>	Class Subject Name	NO	DO NOT USE	This field is used to provide answer sheets to the teachers of students who take paper-pencil tests. LEAVE THIS FIELD BLANK.
<u>P</u>	Previous Student ID	No	Alpha/Numeric (32 character limit) 19002163	Supply the student's ID as it appeared in the previous testing term with NWEA if the Utah SSID was not used. This field is required only if changing student ID from LEA ID to Utah SSID.
<u>Q</u>	Student ID	Yes	Alpha/Numeric (32 character limit) 1090216	Supply the student's SSID.
<u>R</u>	Student Last Name	Yes	Alpha (20 character limit) Johnson	Supply each student's last name. The student's name will appear on reports as provided in the CRF.
<u>s</u>	Student First Name	Yes	Alpha (20 character limit) <i>Michael</i>	Supply each student's first name. The student's name will appear on reports as provided in the CRF. Do not include middle initials in this column.
I	Student Middle Initial	Yes	Alpha (1 character limit) R	Supply the student's middle initial. Do not include punctuation.
<u>U</u>	Student Date of Birth	Yes	Date in M/D/YYYY format (10 character limit) 9/25/1998	Supply the date of birth for each student.
<u>v</u>	Student Gender	Yes	Alpha (1 character limit) <i>M</i> or <i>F</i>	Supply the gender for each student. Use F for Female or M for Male.
w	Student Grade	Yes	Numeric (2 character limit) 3	Supply the grade for each student. Use grades 1 through 14 only. Grade 13 is used to designate kindergarten and grade 14 for pre-kindergarten.
<u>X</u>	Student Ethnic Group Name	Yes	Alpha (35 character limit) <i>Hispanic</i>	Use the following codes only in this field: Asian, Black, Caucasian, Hispanic, American Indian, Pacific Islander, Unknown
Y	Student Language Preference Name	No	Alpha (35 character limit) Spanish	Supply a code or written description of each student's language preference as spoken in the student's home.

APPENDIX B: NWEA ULAA 2012 SPF Field Descriptions

AFFENDIA	K B: NWEA ULAA 201	z Jri Hei	a Descriptions	Field Description 9 Complemental Natas
Column	Data Field	Required?	Format Notes	Field Description & Supplemental Notes
<u>A</u>	TermName	Yes	Alpha/Numeric (11 character limit) Spring 2012	SPRING 2012
<u>B</u>	StudentID	Yes	Alpha/Numeric (32 character limit) 10902163	Use SSID only. Student ID supplied in the SPF must match the Student ID field in the CRF.
<u>c</u>	StudentLastName	Yes	Alpha (20 character limit) <i>Garcia</i>	Supply the student's last name. This must match the last name exactly as it appears in the CRF.
<u>D</u>	StudentFirstName	Yes	Alpha (20 character limit) <i>Jorge</i>	Supply the student's first name. This must match the first name exactly as it appears in the CRF.
Ē	StudentMiddleInitial	Yes	Alpha (1 character limit) <i>R</i>	Supply the student's middle initial. This must match the middle initial exactly as it appears in the CRF. Do not include punctuation.
E	SpecialProgramName	Yes	Alpha/Numeric (20 character limit) Special Education	The following Special Program Codes are required: Special Education, Free and Reduced Lunch, ELL.



Participation and Accommodation Code Editor

Spring 2013



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Change History

Date	Description
2.5.13	Version 1 release

Participation and Accommodation Code Editor

What is PACE?

NWEA is providing the Participation and Accommodation Code Editor (PACE) website for the spring 2013 ULAA administration. PACE allows for the collection of non participation codes as well as the adding and editing of non/participation codes previously assigned to test events in TestTaker.

NWEA will import pre print files obtained from USOE into PACE. This provides a list of test events each student is expected to take. Once your school or district begins to upload test events each day, PACE will update each student record with a "participated" entry. If a student was marked in TestTaker as Accommodated or Home Schooled, those codes will also be recorded in PACE.

PACE will be updated every evening. As long as your district is uploading test events at the end of each testing day, PACE will be updated as well.

As a reminder, **all** students in grades 3-11 in participating schools should be tested using the ULAAs with the exception of students who require an accommodation other than those listed in the Administrative Guidelines.

Accessing PACE

To access PACE, go to: https://pace.nwea.org

The NWEA permission hierarchy will be used to determine for which school(s) a user can view and modify data. PACE will allow the following NWEA login types to gain access to the system:

- MAP Coordinator
- School Administrator
- Proctor

After 6 incorrect login attempts, the system will lock out for 30 minutes. If you are having trouble with your log in, please call Technical Support at 877-469-3287.

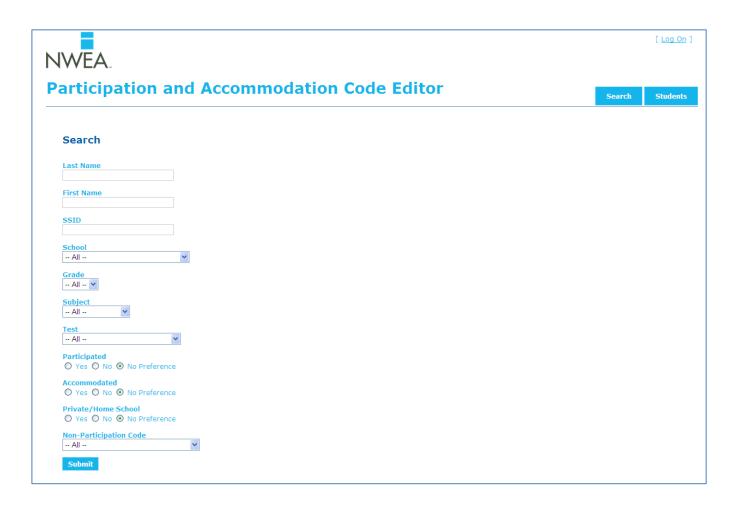
PACE will be available for use once your Class Roster File has been processed through June 7, 2013.

The PACE Home Search Screen

From the Home Search screen, PACE allows your district or school to filter student test information based on any or all of the following fields:

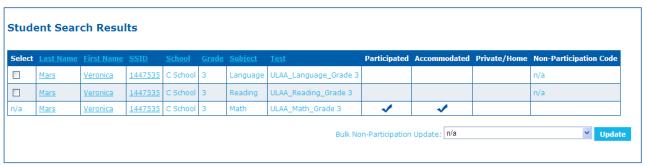
- Student name
- > SSID
- School
- Grade
- Subject
- Test name
- Participated (a test event has been uploaded)
- > Accommodated (a test event has been uploaded with an Accommodation code)
- Private Home School (a test event has been uploaded with a Private Home School code)
- Non Participation Code (an EXPECTED test event entry has been marked as Non Participating)

The Search button in the top right corner will return you to this Home Search screen.



Search Results

The example below shows search results when SSID # 1447535 was entered into the SSID field on the Home Search screen. Students will have an entry for each test they are expected to take. If a test event has been uploaded, the Participated field will display a check mark.



In this example:

- NWEA has received an ULAA_Math_Grade 3 test event. An Accommodated code was given at the time of testing.
- NWEA is expecting test events in ULAA_Language_Grade 3 and ULAA_Reading_Grade 3.

Valid Participation and Non Participation Codes

Participation Codes	Non Participation Codes
Participated	Absent
Participated - Accommodated	Excused
Participated - Private or Home School	Unknown student
	Withdrawn from class/school
	ELL First Year in U.S. April 15 or later
	ELL First Year in U.S. Before April 15
	Private or Home School non-participant
	Refused to Test
	Utah Alternate Assessment

--unassigned-- indicates a non participation code has not been assigned.

Entering Non Participation Codes

PACE allows the user to search for students without uploaded test events for a subject so non-participation codes can be assigned. PACE provides two options: enter a non participation code for one student/expected test event or enter a non participation code for a group of students/expected test events (bulk edit). A student with an uploaded test event cannot be assigned a non-participation code for that test.

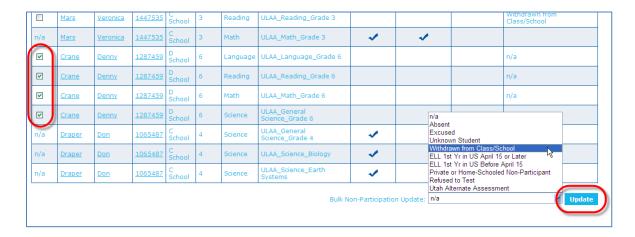
Enter a non participation code for one expected test event

- 1. From the Home Search screen, enter student last name, first name and/ or SSID.
- 2. From the student search results screen, click on the student name.
- 3. From the student's test entries table, select the appropriate non participation code and click the UPDATE button.



Enter a non participation code for a group of expected test events (bulk edit)

- From the Home Search screen, enter search requirements and click submit. Possible search
 options include but are not limited to: Subject, Grade, Test, and Non Participation
 Code=unassigned.
- 2. Check the Select box (far left column) to select the test events to be included in the bulk edit. See picture below.
- 3. Use the drop down menu at the bottom of the search results titled *Bulk Non Participation Update* to select the appropriate non participation code for selected entries.
- 4. Click the Update button.
- 5. An Updated message box will appear. Click ok.



Students rostered through NTE Admin 2

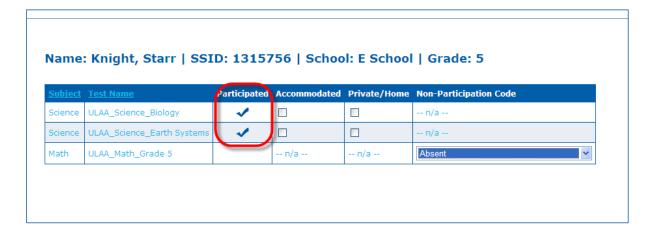
If a student is added into NTE Admin 2 for testing, NWEA will not have prior knowledge about which tests that student is expected to take. As a result, the student will be associated with any test associated with their grade and End-of-Course tests.

Adding/Editing Participation Codes

Edit/add a participation code for one test event

Participation codes can be edited at any time. A test event must be uploaded to NWEA before assigning a participation code in PACE.

- 1. From the PACE Home Search screen, enter student last name, first name and/ or SSID.
- 2. From the student search results screen, click on the student name.
- 3. Participation codes can be edited for test entries that have the Participated box checked. This means a test event has been received.
- 4. Check the appropriate participation code box (Accommodated and/or Private/Home Schooled) and click the UPDATE button.



Printing reports

PACE does not have a built in print function. Use your internet browser's print menu to print reports.

Running Reports

Students Not Tested Report

- 1. From the Home Search screen, select the criteria for desired search results. Options include: School, Grade, Subject, and Test.
- 2. Under Participated, click the NO radio button.
- 3. Under Accommodated, click the NO radio button.
- 4. Under Private/Home School, click the NO radio button.
- 5. Select –Unassigned-- from the Non Participation Code drop down menu.
- 6. Click SUBMIT.

Show list of students who have tested and their participation codes

- 1. From the Home Search screen, select the criteria for search results. Options include: School, Grade, Subject, and Test.
- 2. Under Participated, click the Yes radio button.
- 3. Under Accommodated, click the No Preference radio button.
- 4. Under Private/Home School, click the No Preference radio button.
- 5. Select -- ALL-- from the Non Participation Code drop down menu.
- 6. Click SUBMIT.

Show a list of all students at School A in grade 5 and their testing status

- 1. From the Home Search screen, use the School drop down menu to select the School Name.
- 2. In the Grade drop down menu, select grade 5.
- 3. In the Subject drop down menu, select --ALL--
- 4. In the Test drop down menu, select --ALL--
- 5. Under Participated, click the No Preference radio button.
- 6. Under Accommodated, click the No Preference radio button.
- 7. Under Private/Home School, click the No Preference radio button.
- 8. Select -- ALL-- from the Non Participation Code drop down menu.
- 9. Click SUBMIT.

After testing: Show a list of students who still need a non participation code entered

Use instructions for running a Students Not Tested Report

Utah Local Adaptive Assessments (ULAA) Reports Adequate Yearly Progress Proficiency Report

Displays ULAA segment 1 RIT scores and corresponding Utah proficiency level



Northwest Evoluction Association

Level 1

Adequate Yearly Progress Proficiency Report Student Report - Spring 2012

Partnering to belo all \$5,5 April

Test Type: Student: Segment 1 - Grade Level Adaptive

Grade: Teacher(s): School: District:

: RIT Scores and Proficiency Level Performance

Level 2

Test Name	A.D	Measurement Scale	7	RIT Level	33.	Proficiency
General Science Grade 5	1,,,	General Science	3	205	10	Level 2
Math Grade 5	4	Mathematics	1	199	ļ.,	Level 1
Language Arts	. 4	Language Arts		210		Level 3

Grade 5 Proficiency Table by Subject

Level 3

Level 4

Cut Scores		Cut Scores			Cut Scores			Cut Scores			
	General Science	≤ 195	40.	General Science	196 - 207	100	General Science	208 - 219		General Science	≥ 220
	Mathematics	≤ 203	dec.	Mathematics	204 - 215		Mathematics	216 - 225		Mathematics	≥ 226
	Language Arts	≤ 191	- 11	Language Arts	192 - 202	8 17	Language Arts	203 - 214		Language Arts	≥ 215

RIT scores reflect ULAA segment 1 only.

Language Arts is the combination of ULAA Reading and Language scores. If a student did not take both tests, a proficiency level in Language Arts will not be assigned.

Individual ULAA Reading and Language scores are not provided in this report.

Cut scores for ULAA Language Arts Grade 11 and Algebra 2 are not available due to insufficient testing levels in 2010.



Utah Comprehensive Data File Specification

District Version

Spring 2013

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121 NW Everett Street, Portland, OR 97209

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Purpose

The Utah Comprehensive Data File (UCDF) District Version is a comma-separated text file which provides student-centric assessment results for spring 2013. Utah Local Adaptive Assessment (ULAA) student data and assessment results for a district are included in one UCDF.

Utah Comprehensive Data File

File Naming Convention

Component	Definition
LEA (District) number	"D" + LEA number left filled with zero
File Type	ULAA_AssessmentResults
Term	Literal = "SPRING"
Year	Literal = "2013"
Sequence #	Literal = "S01" for first run; "S02" for second, etc.

The file name will be separated by an underscore character: D01_ULAA_AssessmentResults_SPRING_2013_S01.csv.

File Format Conventions

- Trailing spaces will be removed from all text fields.
- The following fields will have embedded commas removed:
 - Student First Name
 - o Student Last Name
 - o Teacher First Name
 - o Teacher Last Name
 - o Goal Name (Goal1Name, Goal2Name, etc.)
 - o Class Name
 - o Test Name

Field Format

Field	Field Name	Definition	Туре	Max. Length
А	TermName	Spring 2013	String	65
В	LEANumber	District or Charter LEA number	String	2
С	SchoolID	LEA School Number	String	3
D	StudentID	USOE State Student ID	String	10
E	LastName	Last name of student provided in the spring roster or TAA.	String	30
F	FirstName	First name of student provided in the spring roster or TAA.	String	30
G	MiddleInitial	Middle initial of student provided in the spring roster or TAA.	String	1
н	Birthdate	Date of birth of student provided in the spring roster or TAA.	String	10
ı	Gender	Single character identifying the student's gender. M or F.	String	1
J	Grade	Numeric string identifying student's assigned grade level.	String	65
К	EthnicGroup	Ethnic group provided in spring roster.	String	65
L	TeacherNumber	Teacher of record reported to NWEA via pre print files.	String	9
М	SectionNumber	Section number reported to NWEA via pre print files.	String	2
N	MeasurementScaleName	Specific RIT scale that applies to the test.	String	65

Field	Field Name	Definition	Туре	Max. Length
0	Discipline	The content area of the test. Mathematics, Reading, Language Usage, General Science	String	15
Р	TestType	Description of the type of test taken. Blended Test or Survey with Goals	String	65
α	TestName	Full name of test	String	65
R	TestCode	USOE Test Code	String	6
S	TestStartDate	Date test was started as recorded by the workstation where the test was taken.	String	10
Т	TestDurationMinutes	Total test session time in minutes.	Number	(Integer)
U	TestRITScore	Overall RIT score of test displayed as a whole, integer number.	Number	3
V	TestStandardError	RIT score variance to one decimal place.	Number	(9,1)
W	TypicalFallSpringGrowth	Typical RIT growth measure based on the student's fall RIT score, displayed to one decimal place.	Number	(9,1)
х	FallToSpringGrowth	Indicates whether student met typical growth target from fall to spring. Example: Y or N	String	1
Υ	LexileScore	Lexile mapping based on student's Reading score. "BR" = Beginning Readers	String	4
Z	LexileMin	Lower range of Lexile-scaled materials. Zero (0) = Beginning Readers.	Number	4
AA	LexileMax	Upper range of Lexile-scaled materials. Zero (0) = Beginning Readers.	Number	4
AB	Goal1Name	Name of first goal section of the test.	String	65

Field	Field Name	Definition	Туре	Max. Length
AC	Goal1RitScore	RIT score for the first goal section of the test. Result rounded to whole, integer value.	Number	3
AD	Goal1StdErr	Standard error for first goal section of the test, displayed to one decimal place precision.	Number	(9,1)
AE	Goal1Range	RIT range based on the standard error and RIT score.	String	7
AF	Goal2Name	Name of second goal section of the test.	String	65
AG	Goal2RitScore	RIT score for the second goal section of the test. Result rounded to whole, integer value.	Number	3
АН	Goal2StdErr	Standard error for second goal section of the test, displayed to one decimal place precision.	Number	(9,1)
Al	Goal2Range	RIT range based on the standard error and RIT score.	String	7
AJ	Goal3Name	Name of third goal section of the test.	String	65
AK	Goal3RitScore	RIT score for the third goal section of the test. Result rounded to whole, integer value.	Number	3
AL	Goal3StdErr	Standard error for third goal section of the test, displayed to one decimal place precision.	Number	(9,1)
AM	Goal3Range	RIT range based on the standard error and RIT score.	String	7
AN	Goal4Name	Name of fourth goal section of the test.	String	65
АО	Goal4RitScore	RIT score for the fourth goal section of the test. Result rounded to whole, integer value.	Number	3
АР	Goal4StdErr	Standard error for fourth goal section of the test, displayed to one decimal place precision.	Number	(9,1)

Field	Field Name	Definition	Туре	Max. Length
AQ	Goal4Range	RIT range based on the standard error and RIT score.	String	7
AR	Goal5Name	Name of fifth goal section of the test.	String	65
AS	Goal5RitScore	RIT score for the fifth goal section of the test. Result rounded to whole, integer value.	Number	3
AT	Goal5StdErr	Standard error for fifth goal section of the test, displayed to one decimal place precision.	Number	(9,1)
AU	Goal5Range	RIT range based on the standard error and RIT score.	String	7
AV	Goal6Name	Name of sixth goal section of the test.	String	65
AW	Goal6RitScore	RIT score for the sixth goal section of the test. Result rounded to whole, integer value.	Number	3
AX	Goal6StdErr	Standard error for sixth goal section of the test, displayed to one decimal place precision.	Number	(9,1)
AY	Goal6Range	RIT range based on the standard error and RIT score.	String	7
AZ	Goal7Name	Name of seventh goal section of the test.	String	65
ВА	Goal7RitScore	RIT score for the seventh goal section of the test. Result rounded to whole, integer value.	Number	3
ВВ	Goal7StdErr	Standard error for seventh goal section of the test, displayed to one decimal place precision.	Number	(9,1)
ВС	Goal7Range	RIT range based on the standard error and RIT score.	String	7
BD	Goal8Name	Name of eighth goal section of the test.	String	65

Field	Field Name	Definition	Туре	Max. Length
BE	Goal8RitScore	RIT score for the eighth goal section of the test. Result rounded to whole, integer value.	Number	3
BF	Goal8StdErr	Standard error for eighth goal section of the test, displayed to one decimal place precision.	Number	(9,1)
BG	Goal8Range	RIT range based on the standard error and RIT score.	String	7
ВН	Proficiency	Proficiency level for assessment	String	1
ВІ	ParticipationCode	Non-standard Student Participation Code	String	1
ВЈ	NonParticipationCode	Student Participation Code	String	1
ВК	SpecialProgram	Special program name submitted in the Special Programs File (SPF).	String	65

Test Codes

Test Code	Test Name
AG1712	2013_ULAA_Math_Algebra I
AG2912	2013_ULAA_Math_Algebra II
BI0912	2013_ULAA_Science_Biology
ES0912	2013_ULAA_Science_Earth Systems
GE0812	2013_ULAA_Math_Geometry
LA0303	2013_ULAA_Language_Grade 3
LA0404	2013_ULAA_Language_Grade 4
LA0505	2013_ULAA_Language_Grade 5
LA0606	2013_ULAA_Language_Grade 6
LA0707	2013_ULAA_Language_Grade 7
LA0808	2013_ULAA_Language_Grade 8
LA0909	2013_ULAA_Language_Grade 9
LA1010	2013_ULAA_Language_Grade 10
LA1111	2013_ULAA_Language_Grade 11
LR0303	2013_ULAA_Reading_Grade 3
LR0404	2013_ULAA_Reading_Grade 4
LR0505	2013_ULAA_Reading_Grade 5
LR0606	2013_ULAA_Language_Grade 6
LR0707	2013_ULAA_Reading_Grade7
LR0808	2013_ULAA_Reading_Grade 8
LR0909	2013_ULAA_Reading_Grade 9
LR1010	2013_ULAA_Reading_Grade 10
LR1111	2013_ULAA_Reading_Grade 11
MA0303	2013_ULAA_Math_Grade 3
MA0404	2013_ULAA_Math_Grade 4
MA0505	2013_ULAA_Math_Grade 5
MA0606	2013_ULAA_Math_Grade 6
MA0707	2013_ULAA_Math_Grade 7
PA0708	2013_ULAA_Math_Pre-Algebra
SC0404	2013_ULAA_General Science_Grade 4
SC0505	2013_ULAA_General Science_Grade 5
SC0606	2013_ULAA_General Science_Grade 6
SC0707	2013_ULAA_General Science_Grade 7
SC0808	2013_ULAA_General Science_Grade 8

Non-Standard Participation codes

Code	Definition
1	Accommodated
5	Private or Home School
Blank	No non-standard participation

Non-Participation codes

Code	Definition
1	Absent - Unable to make up test
2	Excused - Medical Emergency
3	Unknown Student
4	Officially withdrawn from class or school
5	ELL First year in US April 15 or later
6	ELL First year in US Before April 15
7	Private or Home School
8	RT
9	UAA, Utah's Alternate Assessment (IEP Team)
Blank	No non-participation