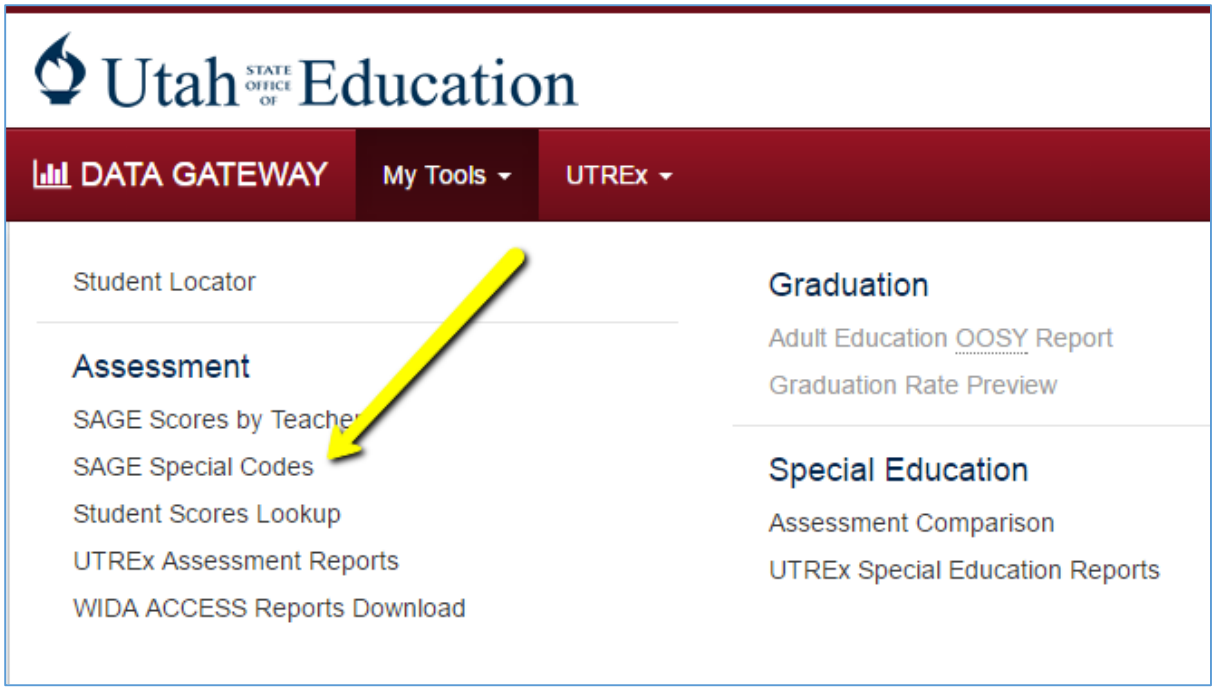
Data Gateway SAGE Special Codes Tool

SAGE Special Codes

SAGE Special Codes – This report is intended to assist District and Charter school Assessment Directors to reconcile the "*Special Codes*" of the SAGE Summative Assessment. It can show where tests still need to be taken or where special codes still need to be marked.

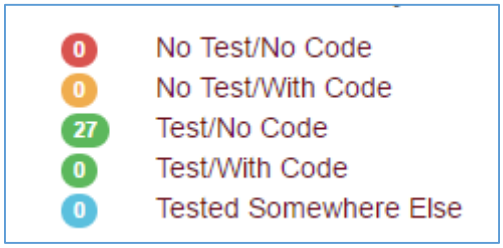
The SAGE Special Codes tool can be found by logging into the Utah Educational Data Gateway and selecting "My Tools" from the main menu.



Rosters of students enrolled in end-of-year tested courses are sent daily to the testing contractor. All students who are enrolled in a tested course are expected to take the corresponding test.

See link for list of courses: Core Codes

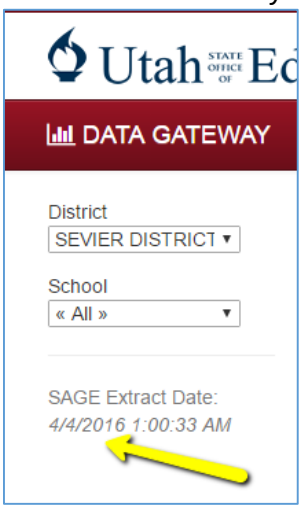
Grouping – As tests result files are returned from the testing contractor, each student enrollment in the course enrollment will fall within one of five categories of completion that are color coded in red, orange, green, and blue. Each category can be selected to generate a student report listing each student within the selected category.



1. No Test/No Code – Test has not been administered and no special code was marked.
2. No Test/With Code – Test has not been administered but a special code has been marked.
3. Test/No Code – Test was administered and no special code was marked.
4. Test/With Code – Test was administered and a marked special code was included for some additional information.
5. Tested Somewhere Else – The student was eligible for the test during the school year, but the test was taken at another school.

Navigation of SAGE Special Codes

When the report first opens it will default to the LEA the user account has permission to view. A school selection may also be applied to narrow the results to a single school.

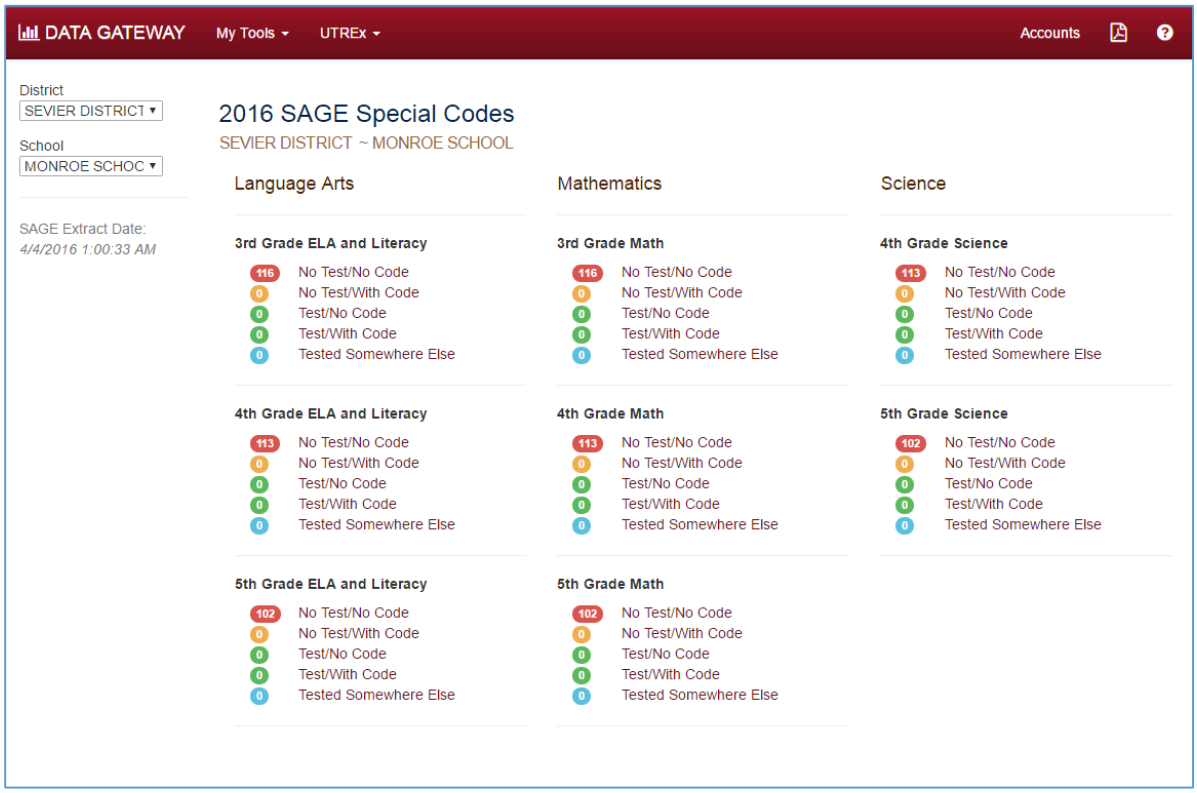


The report will update as school filters are applied. If only the LEA filter is applied (School << All >>) then the report will display all tests the LEA administers. If a school filter is also selected then the report will only display tests which match the school's grade range.

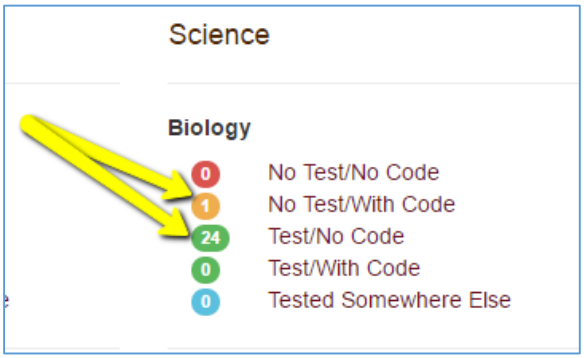
The 'SAGE Extract Date' under the school will indicate when the file was last loaded from the Test contractor. The SAGE Extract Date will be important to note when reviewing the report. If the Extract is old, or 'stale', it may not reflect current enrollment data. If the extract is stale you will see the following warning:

Warning – Attention: Your LEA's SAGE extract is stale and has not been updated since [insert date]. Since the data included in this tool may not accurately reflect current enrollment, we recommend that you contact your LEA UTREx specialist to resolve the stale extract before setting codes here.

Summary View –Before testing begins the report will indicate that all tests fall in the red category of “No Test/No Code”. This is expected because no files have been returned from the assessment vendor. Basically, all the report will show is the number of enrollments in a tested course that are being submitted to the test contractor via UTREx upload (see example below). These numbers are not expected to change until the LEA begins administering the SAGE Summative Assessment and the files have been returned to the State.



After the test has been administered the summary view will change to reflect the updated files received from the vendor. Assessment Directors should review the results and begin to update the special codes. In the example below, there are 24 Biology test events codes as Test/No Code and 1 coded as No Test/With Code. All other categories are zero; thus, all of the expected test events for this Biology course are accounted for in these two test/code categories.

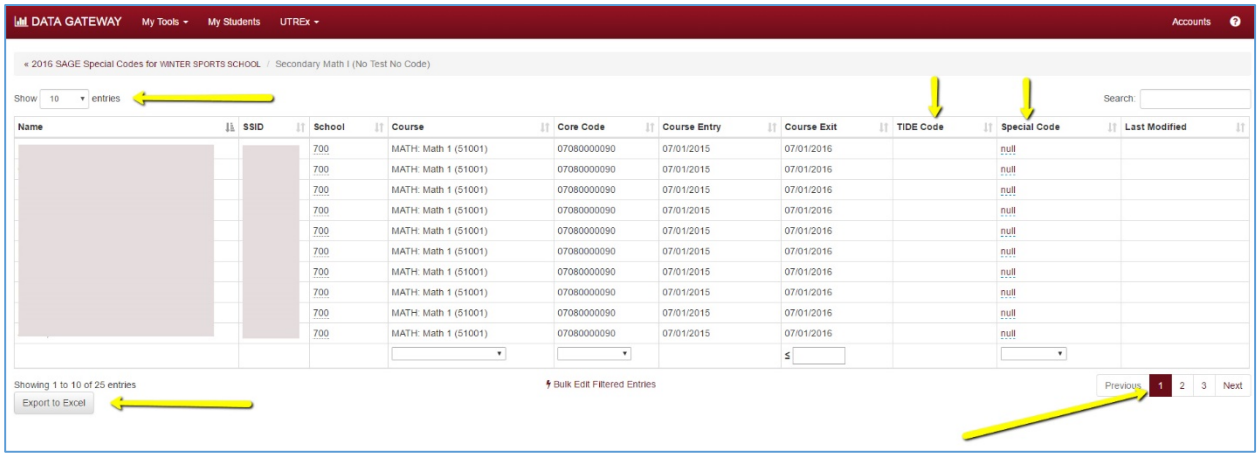


This means that 24 of the 25 students fully participated in the Biology test, and no special code was reported. To report a code for any of these 24 students click on the ‘Test/No Code’ link, which will open the Student Level Special Code Report where codes may be reviewed and updated. One student, had an enrollment submitted to the SAGE portal, TIDE, and a record of this enrollment was returned without any test results, and with a special code. To review the code that was reported (as the reason that the student did not participate in the test), click on the link ‘No Test/With Code’ which will open the Student Level Special Code Report where

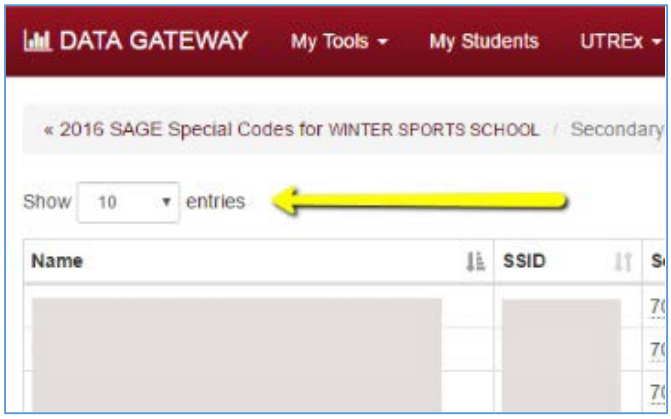
codes may be reviewed and updated. The five Test/Code categories are color coded, whereby tests that fall into the red No Test/No Code category are of highest concern; they require the LEA's attention and must be updated with a code if no test will be administered to the student. The orange No Test/With Code category should also be reviewed for accuracy. Though they are less concern, it is still advised that the tests in the green and blue categories be reviewed for accuracy.

Student Level Special Code Report

The Student Level Special Code Report provides a list of students in the test coding category you selected. This view allows you to sort, filter and export the file.



Show Entries – Option allows user to change the number of students that will appear on a page in connection with the page number found at the bottom right side of the screen. The default setting is 10 per page, but this can be changed to 25, 50, or 100. The bottom left side of the page will show the current range being displayed out of the total number of entries.



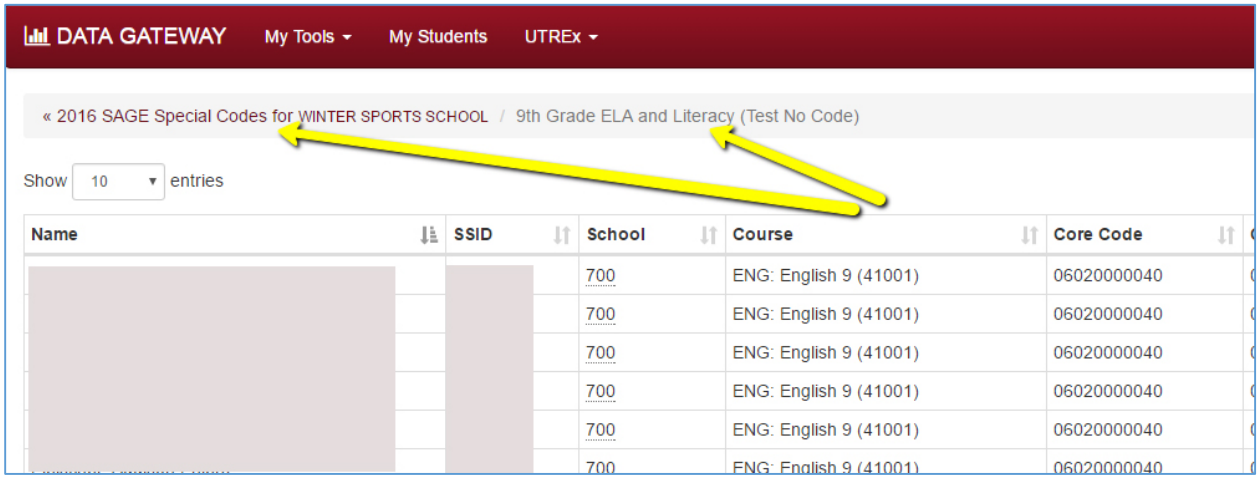
Export to Excel – Button found at the bottom left side allows the user to export the entire set of entries in grouping to an Excel document. *Please note that, as required by state and federal student privacy laws, files with personally identifiable information (PII) should not be saved in unsecure locations or transmitted through unsecure means such as email or on USB drives.*

TIDE Code – Column that displays participation and non-participation codes that were entered into the SAGE TIDE system before or during the administration of the test.

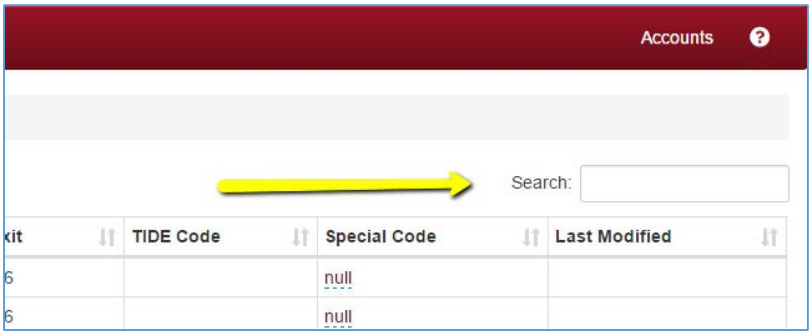
Special Code – Column used by LEA leaders to enter codes that will override the TIDE Code. If no code has been entered the field will appear with a "null" value.

Page Number – Allows the user to navigate the number of pages needed to display the total number of entries grouped by the "Show *number* entries". User can use the "Next" and "Previous" buttons to move up and down the pages or select directly on the grouping number.

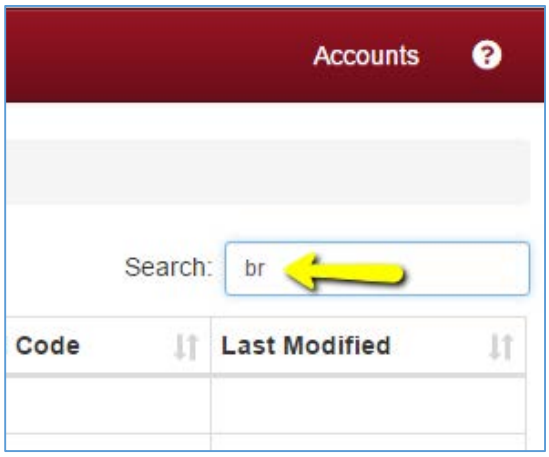
Return to selections – The title bar on the student level Special Code Report is a clickable link, and provides a quick return to the main SAGE Special Codes page for your District or LEA.

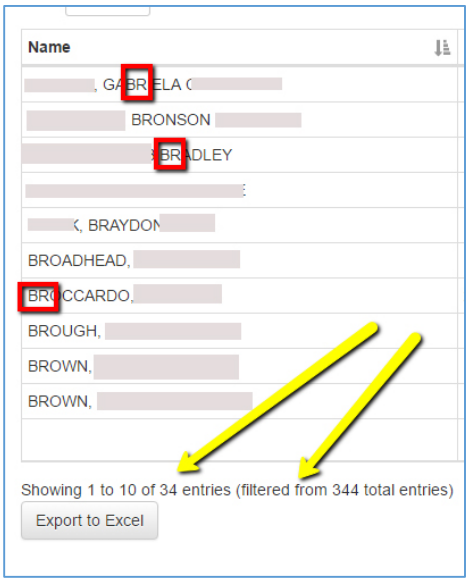


Search Options – The search function allows you to search for a student by entering alpha characters associated with the letters in student's first or last names, or by doing a numeric search for a student's SSID.

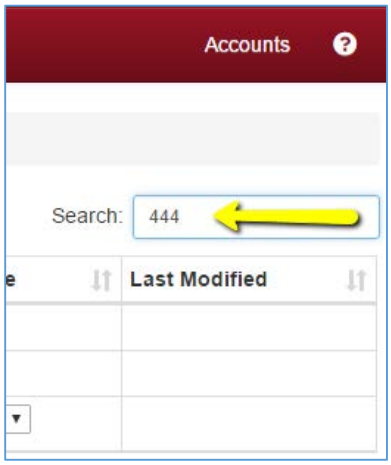


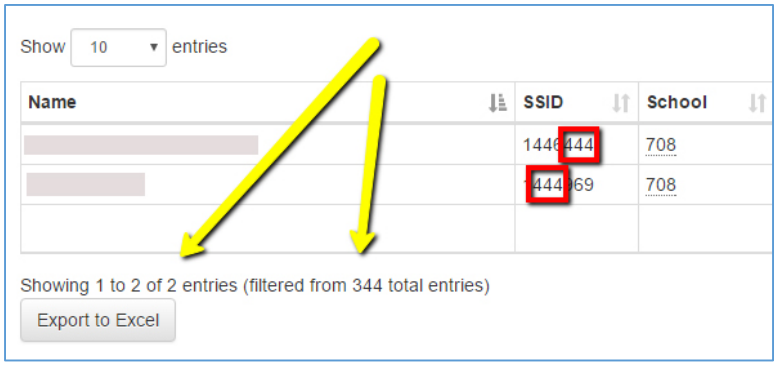
The Search text box is located at the top right side of the page. The user can enter the entire name or just a few characters to filter the list of students. Example: "br" filters the list down to any student with "br" found anywhere in his/her name. *Note: the bottom of the page will display the number of entries filtered from the original group.*





The user can also enter a number to search for SSID matches. This can be either the whole SSID or filtered by a numeric pattern as shown in the example below.

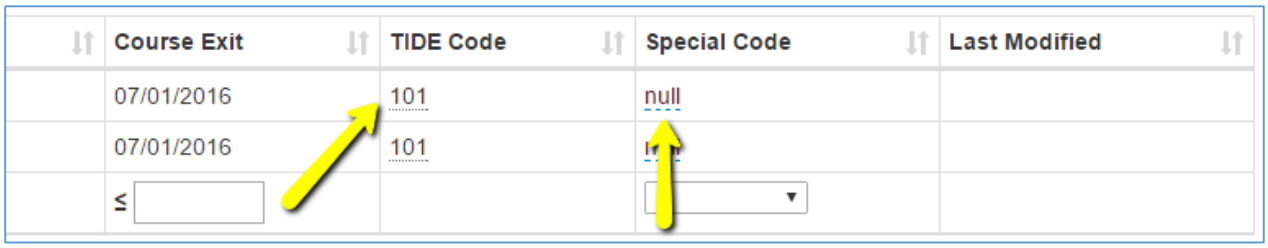




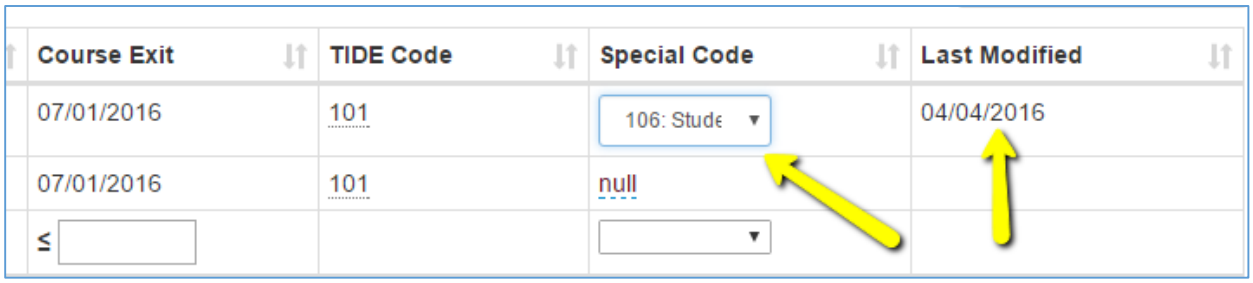
Sorting feature – This features allows you to sort the list of students by selecting a category and clicking on the arrows next to the desired sort category.

Changing SAGE Special Codes

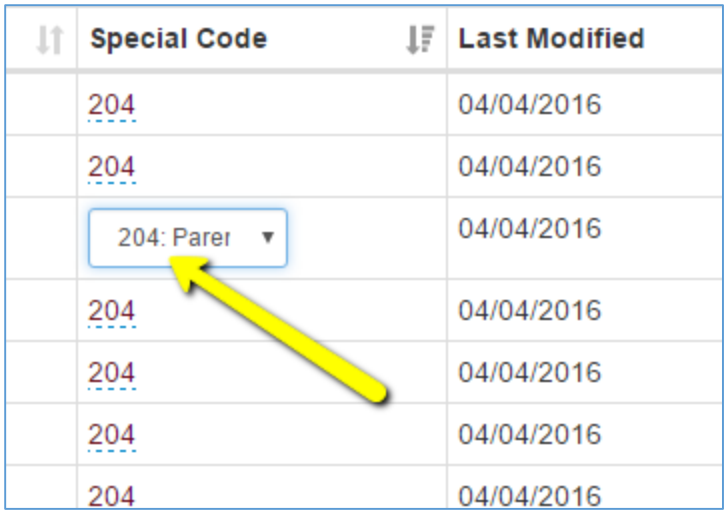
Changing null special codes – Null special codes can be changed by clicking on the underlined **null** special code. A drop down menu will appear, which will allow you to select the appropriate special code for each individual student.

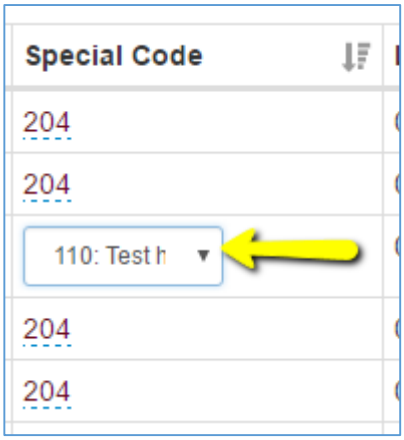


Once changed the "Last Modified" column will be updated with the date of the modification.

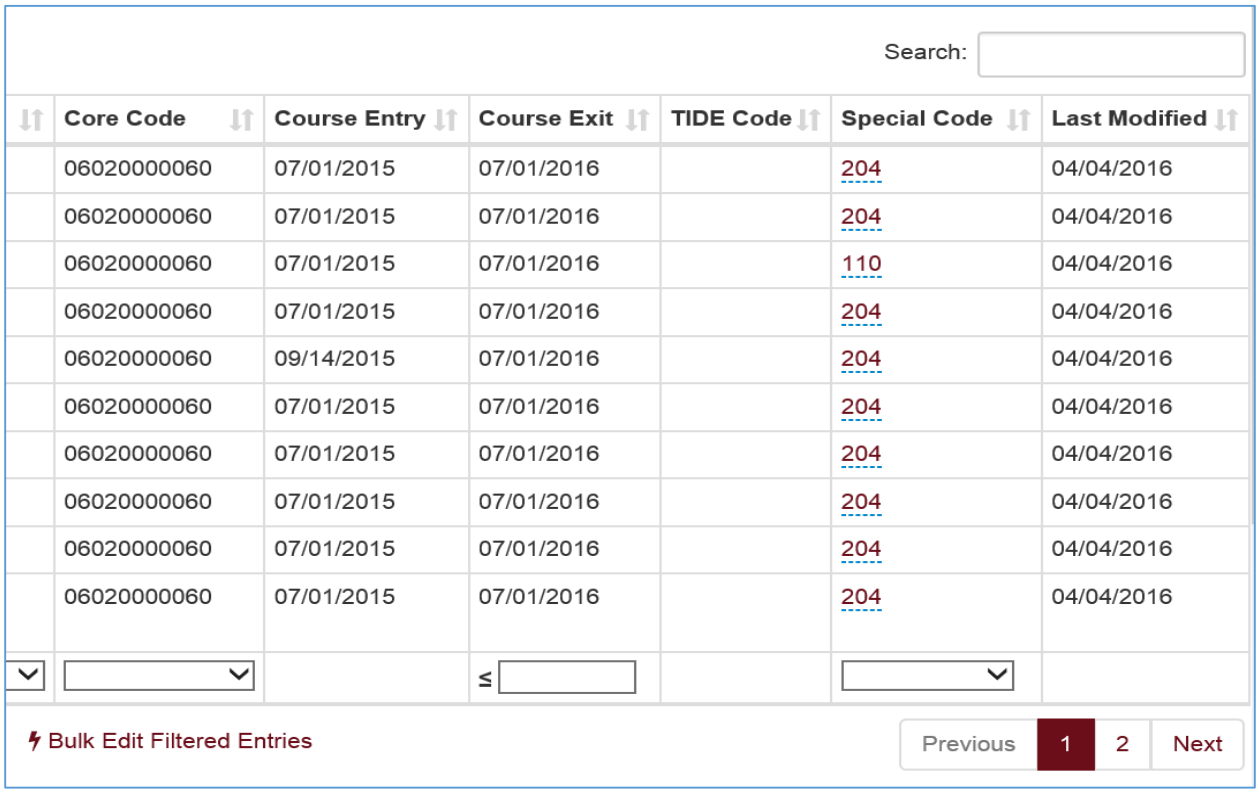


Changing non-null Special Codes – All special codes can be changed by clicking on the underlined special code. A drop menu down will appear, which will allow you to select the appropriate special code for each individual student.

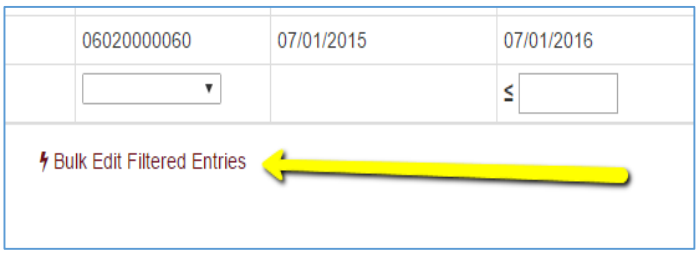




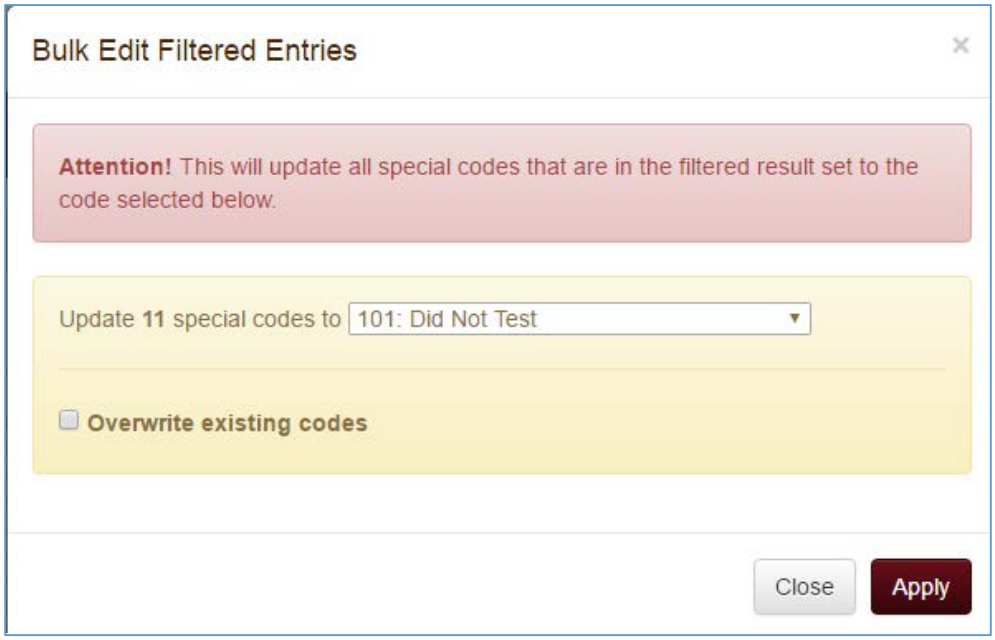
This feature works to change any code one at a time in the “Special Code” Column.



Bulk Edit Null Special Codes – Multiple changes can be made by selecting the bulk edit filter. This feature will allow you to change the **null** special code assigned to all students in the report. To access the Bulk Edit dialog click on the 'Bulk Edit Filtered Entires' link found centered at the bottom of the page. This feature will allow you to change the special codes assigned to all students in the report.



Acknowledge Bulk Edit Changes – The following notice will appear, asking you to verify the null special code changes by requiring you to select the '**Apply**' button. No changes will take effect until you apply the changes. You do not need to check the "**overwrite existing codes"** box when changing the **null** special codes. By clicking on the Apply button the Special Code column will update with a new 'Last Modified' date.

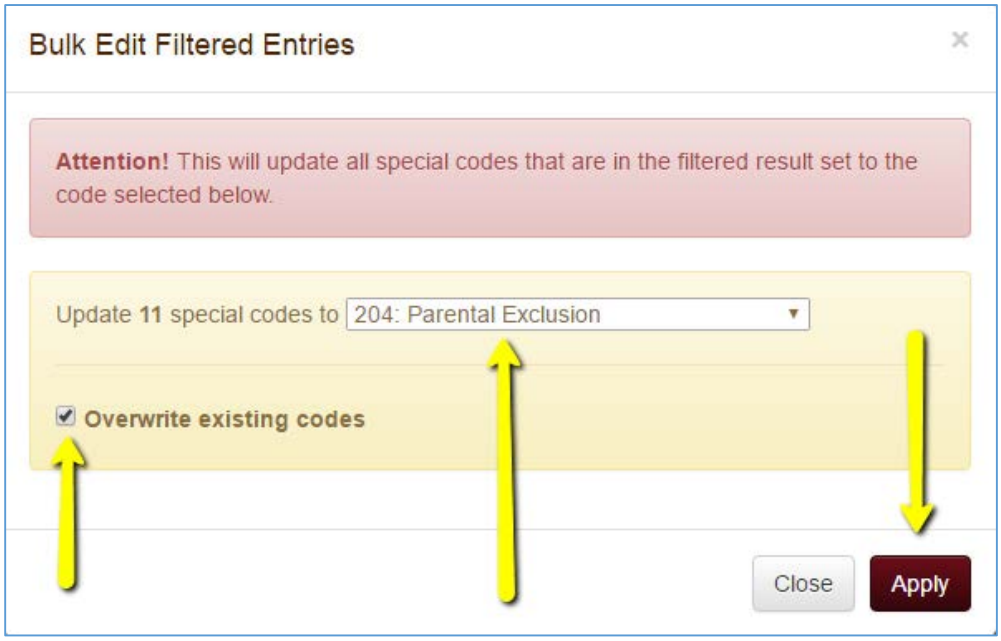


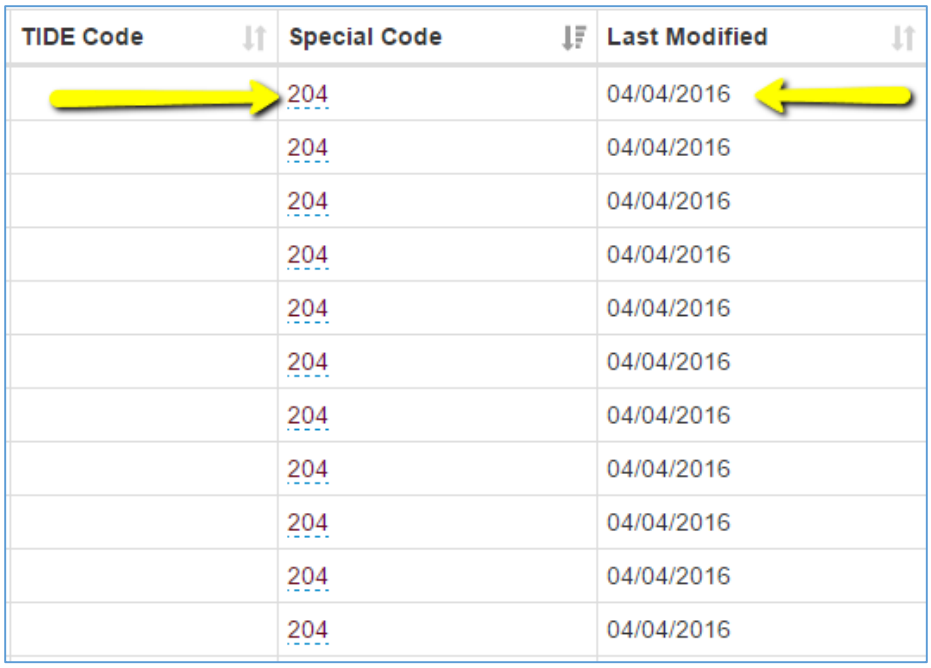
Click on the "**Apply**" button to accept the bulk changes.

Course Entry	Course Exit	TIDE Code	Special Code	Last Modified
07/01/2015	07/01/2016		101	04/04/2016
07/01/2015	07/01/2016		101	04/04/2016
07/01/2015	07/01/2016		101	04/04/2016
07/01/2015	07/01/2016		101	04/04/2016
07/01/2015	07/01/2016		101	04/04/2016
07/01/2015	07/01/2016		101	04/04/2016
	≤			

Bulk Edit Special Codes –The Bulk Edit tool can also be used to overwrite existing values found in the Special Code column. Filter the report to the desired list and select the Bulk Edit Filtered Entries

Acknowledge Bulk Edit Changes – The following notice will appear asking you to verify the special code changes by requiring you to select the apply button. No changes will take effect until you have apply the changes. When overwriting existing codes you **must** also check the '**Overwrite existing codes'** box. By clicking on the "**Apply**" button the Special Code column will update with a new 'Last Modified' date.

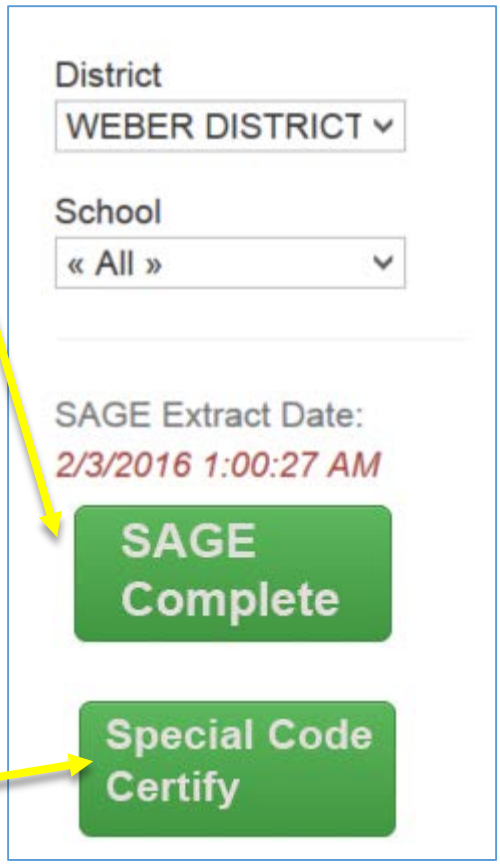




TIDE Code	Special Code	Last Modified
	204	04/04/2016
	204	04/04/2016
	204	04/04/2016
	204	04/04/2016
	204	04/04/2016
	204	04/04/2016
	204	04/04/2016
	204	04/04/2016
	204	04/04/2016
	204	04/04/2016
	204	04/04/2016

End-of-year Process for 2015-16

1) Once all SAGE Summative test administration is complete for 2015-2016, **click the "SAGE Complete" button**. This needs to happen no later than the last day of the LEA testing window.
2) Special code files will be updated in the SAGE Special Codes Tool nightly between May 15th and June 5th.
3) TIDE goes offline on June 17th. After this date, the only place special codes can be set will be in the SAGE Special Codes tool.
4) The final TIDE special codes file will be received on June 20th and available in the SAGE Special Codes tool by June 21st.
5) Final UTREx submissions are due no later than July 7th. Once an LEA has submitted their final UTREx file, you must go in and verify the SAGE special codes for 2015-2016 and click the **"Special Code Certify" button** by July 8th.



The SAGE Complete and Special Code Certify buttons will be available closer to the end of the testing window.

Special Code List

Code	Description	Note
101	Absent - Did not take test	Student did not attend school during the test administration period and was not able to make up the test.
106	Student refuses to test	Student refused to start the test or quit before completing the test.
107	Excused - Medical Emergency	Student was unable to take or complete the test because of an unanticipated medical circumstance.
108	Course Will Continue Next School Year	Student was not scheduled to finish the course during the current school year.
109	Course Instruction Not Aligned with Course Code	LEA used a course code which caused the student to be assigned a test for which the student did not receive instruction.
110	Test has already been taken	Student took the test during a previous administration and therefore is not required to take it again.
111	USOE Excused - Approval Needed	UTREX caused the student to be assigned a test for a course in which the LEA did not enroll the student. USOE approval is required prior to use of this code.
112	Student Transferred Before Testing Window	The student was enrolled in a SAGE-assessed course, but transferred out of it before the test was scheduled to be given at the school
200	Standard Participation	Set by default when reported test status is 'C' (completed) and there is no test participation code.
201	Accommodated	Student took the test with an allowable accommodation. Applies only to English learner, special education, and 504 students.
202	Modified	Student took the test in a way that violated the construct the test was designed to measure. For example, the test taken was below the grade level at which the student was instructed. According to the Office of Special Education Programs (OSEP) in the U.S. Department of Education, the student is considered a nonparticipant.
203	Invalidated	Reported test status is 'I' (invalidated [by the LEA]) and there is no test participation code.
204	Parental Exclusion	Parent or legal guardian requested that the student not take the test, or student aged 18 or older at time of testing refused to take the test. The student is excluded from the denominator of the Grading Utah Schools (GUS) accountability system participation rate and their score is not loaded into the staging database.