Preparing for the Release of December 2018 Scores

November 27, 2018
Housekeeping

• If you have problems hearing the presentation, dial in on a telephone. Dial–in information:
  • in the *Meeting Information* icon at the top–left of the screen
  • in your registration email (messenger@webex.com)

• Dialing in for audio is recommended for best sound quality.

• All attendees’ lines have been muted due to the high number of participants.

• For questions or comments, use the “Q&A” function.
Objectives

Today’s session will cover the following topics:

• STAAR Report Card Updates
• Initial and Updated Results
• Printed and Additional Reports
• Student Portal
• Teacher Portal
• Analytic Portal
• Data Corrections
STAAR Report Card Updates
STAAR Report Card Updates

• Beginning with December 2018, the STAAR Report Cards will display Online with Embedded Supports and Online with no Embedded Supports to mirror the language already on the Confidential Campus Rosters and Confidential Student Labels.

• STAAR with Embedded Supports has been updated to show Paper with Embedded Supports.
STAAR Report Card Updates

• Beginning with December 2018, the STAAR Report Cards for students coded as Substitute Assessment and a score code of Other will display the message NOT SCORED – DISTRICT INDICATED SUBSTITUTE ASSESSMENT.
Initial and Updated Results
Initial Results

• Initial reports are created and reported approximately three weeks after the administration is complete.

• Following the December 2018 STAAR end-of-course (EOC) administration, reports will be posted as noted below.
  • Confidential Student Labels
    • Printed Confidential Student Labels will be mailed to districts.
  • Confidential Student Rosters
  • STAAR Report Cards (SRCs)
  • Student Data Files
    • District and Region
  • Summary Reports
    • Campus, District, and Region
Initial District Results

• Districts will receive an initial set of reports for the December 2018 STAAR EOC administration as noted on the Calendar of Events.
  • “Reports posted to Assessment Management System”
  • January 11, 2019

• Districts can access the below reports in the Assessment Management System via Reports > Results.
  • STAAR Report Cards (SRCs)
  • Final Student Data File (Complete)
    • The file is available in .TXT and .CSV formats.
  • Summary Reports (Standard)
Report Access

• After scoring is complete for each administration, districts have the opportunity to review results before releasing them to their campuses.

• Users with permission to do so may open report access for all campuses or individual campuses.

• Reports > Report Access
  
  • Access can be opened or closed.
  
  • After changes are made, a message appears confirming selected campuses have access to reports or that access is closed.
Report Access

Report Access functionality allows authorized district users to open or close campus level access to standard reports.

To change report access settings, select a reporting administration from the dropdown list below, then set the campus(es) to the desired setting (Open or Closed) in the District Access Controls section below.

NOTE: Campus-level access defaults to Closed. Access must be switched to Open by an authorized district level user for campus CTCs and Principals to view their campus reports. All prior administrations are currently open to campus level view and must be closed if campus level access is not desired.

Reporting Administration:
2018 AUG STAAR ALG II-ENG III

District Access Controls

District:
AAA_Donot Use [00000000]

Open All Campus Access to District
Close All Campus Access to District

Total Campuses in District: 1

Total Closed Campus Access: 1 Total Open Campus Access: 0

Access Status: View All Campuses

<table>
<thead>
<tr>
<th>#</th>
<th>Campus</th>
<th>Campus Access Status</th>
<th>Last Updated By</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1AAA_Donot Use Campus [000000005]</td>
<td>Closed Open</td>
<td>BYanHorn001 Aug 10, 2018 07:43 AM</td>
</tr>
</tbody>
</table>

Update
Initial Campus Results

• Campuses will receive an initial set of reports for the December 2018 STAAR EOC administration as noted on the Calendar of Events; however, campuses cannot access these reports until the District Testing Coordinator has opened report access to campuses.
  • “Reports posted to Assessment Management System”
  • January 11, 2019

• Campuses can access the below reports in the Assessment Management System via Reports > Results.
  • STAAR Report Cards (SRCs)
  • EOC Confidential Campus Rosters (Standard)
  • Confidential Student Labels
  • Summary Reports (Standard)
Updated Results

• Updated reports are created and posted two weeks after initial reporting.

• Reports are posted to the STAAR Assessment Management System as noted below:
  • Student Data Files
    • District and Region
  • Summary Reports
    • Region Only
  • Updated Confidential Student Labels
  • Updated STAAR Report Cards (SRCs)
  • Analytical Portal
  • Teacher Portal
Updated District Results

• Districts will receive an updated set of reports for the December 2018 STAAR EOC administration as noted on the Calendar of Events.
  • “Final region reports posted”
  • January 25, 2019

• Districts can access the below reports in the Assessment Management System via Reports > Results.
  • Final Student Data File (Complete)
    • The file is available in .TXT and .CSV formats.

Final Student Data File (Complete)
Updated Campus Results

- Campuses will receive an updated set of reports for the December 2018 STAAR EOC administration as noted on the Calendar of Events; however campuses will not be able to access these reports until the District Testing Coordinator has opened report access to campuses.

  - “Final region reports posted”
  - January 25, 2019

- Campuses can access the below reports via the Assessment Management System via Reports > Results.

  - Updated Confidential Student Labels
  - Updated STAAR Report Cards (SRCs)
Updated Monthly Reports

• Updated Student Report Cards (SRCs) are posted to the Scores tab weekly by Thursday and will be included in updated data file postings.

• Updated student data files will be posted monthly in the Assessment Management System beginning on the date noted on the Calendar of Events.
  
  • “Updated data files posted”
  
  • Beginning February 7, 2019
  
  • The files will then post monthly by the 7th of each month.
Printed and Additional Reports
Printed Reports

• Confidential Student Labels for the December 2018 STAAR EOC administration will be printed and shipped to districts as noted on the Calendar of Events.
  • “Districts receive printed reports”
  • January 11–15, 2019
• Districts can opt out of receiving printed copies of the Confidential Student Labels.
Additional Printed Reports

• Districts can order additional printed copies of standard reports through *Orders > Additional Reports*.  

• Refer to the STAAR 3–8 and EOC Reports and Services brochure available at [https://www.TexasAssessment.com/report-info/](https://www.TexasAssessment.com/report-info/) for more information including a full list of applicable fees. 

• The above document is also included in the District Coordinator Packet. 

• Orders are processed twice monthly; billing is processed once per month approximately 30 days after delivery.
Additional Printed Reports

• Contact the Texas Assessment Support Center to order a secondary copy of reports for damaged or undelivered labels.

• Districts can order reports for one year following an administration.

• The order window for December is November 26–December 11, 2018.
  • Districts can only order Confidential Student Labels for the December 2018 STAAR EOC administration.

• Any orders received after December 11 are considered late and will incur additional fees.
Additional Printed Reports

Orders for additional reports submitted by the deadline indicated in the Calendar of Events arrive with the district’s standard reports. Additional orders are processed on the 6th and 21st of the month and may incur processing fees.

To place an order, select a Report Type and Organization Level. If Campus is selected in the Organization Level dropdown list, select campuses from the left column and click the Add to button to add them to the recipient list.

Select the quantities for each report, enter a valid purchase order number, and then choose the Save button to submit your order.

Select Type and Recipient(s)

Report Type *
Select Report Type

Select Quantities

<table>
<thead>
<tr>
<th>Service</th>
<th>Additional Fees</th>
<th>Additional Copies</th>
</tr>
</thead>
<tbody>
<tr>
<td>No results found.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Back Save
Results –
Student, Teacher, and Analytic Portal
Online Posting – Student Portal

• Results for the December 2018 STAAR EOC administration will be posted to the Student Portal as noted on the Calendar of Events.
  • “Student results available in Student Portal”
  • January 14, 2019
• Updates to student records will be posted in the Student Portal bi-monthly on the 7th and 22nd of each month.
Online Posting – Student Portal

- Secure access to student results
- List of testing history
- Filter by program and/or administration
- Downloadable STAAR Report Card PDFs
Online Posting – Student Portal

- Parents can access the Student Portal from [https://www.TexasAssessment.com](https://www.TexasAssessment.com).
- A unique access code is required to log in.
  - Parents can use a look-up feature to find the access code using their student’s information.
- Sample logins for districts and teachers can be found in the *Help Documentation* of the Assessment Management System.
Online Posting – Teacher Portal

• The Teacher Portal will be updated one day after the final region reports have posted.

• Secure access via single sign-on through the Assessment Management System for users with appropriate access

• Customizable Reports:
  • Tabular and graphical summary data
  • Roster and individual student data
  • Disaggregate, filter, drill down, and search options
  • Data analytics (summarize, distribute, scatterplot, and cross tab)

• Print, download, and save reports and graphs

• Seamlessly navigate to recently viewed reports across programs
Online Posting – Analytic Portal

• The Analytic Portal will be updated one day after the final region reports have posted.

• Available to the public (no login needed)

• Customizable reports and quick reports

• Tabular and graphical summary formats

• Disaggregate and filter options

• Print and download reports and graphs

• Seamlessly navigate to recently viewed reports across programs
Data Corrections
Resolutions

• *Students > Resolutions*

• The resolutions functionality is used to identify answer documents with conflicting or missing data.

• Resolving these issues ensures the answer document is matched to the correct student.

• Districts have one year to resolve students in *Resolutions*. 
Resolutions

• The student resolution window is available as noted on the Calendar of Events.
  • “Districts resolve student test warnings (Resolution) and test information changes”
  • Resolutions are viewable once answer documents are scanned for scoring and will be updated through the entire administration.
  • Resolutions completed by January 18 will be included in the final district and region reports; however, districts can continue to resolve student records after this date.
Resolutions

• Types of resolutions:

  • **Conflicting Student Data** – Data on the answer document conflicts with the record in the student directory.

  • **Potential Mismatch** – Data on the answer document and student directory are mismatched; some of the data appear correct but is in the wrong field.

  • **Missing Student Data** – Data are missing from the answer document.

  • **Combination** – There is a combination of missing and conflicting data.
Resolutions

Resolution

Use the functions available via the Resolution tab to identify held records of non-preceded answer documents returned with conflicting or missing data. These records may include missing or conflicting PEIMS IDs or any two out of the three other primary fields used to match student records (First Name, Last Name, and Date of Birth). Held records must be resolved to ensure that answer documents are matched to the correct students.

The Resolved icon ✅ indicates a previously resolved held record. The Resolution Required icon 🔄 indicates outstanding held records that require resolution. The Flagged icon 🚨 indicates that the record is flagged for review.

To resolve an outstanding held record, click the Edit icon ✍️ in the “Actions” column. To review a previously resolved held record, click on the View icon 🔍 in the “Actions” column.

Refer to the STAAR Assessment Management System User’s Guide, available at https://www.texasassessment.com/technology/, for detailed instructions on resolving held records and explanations of why score records are held.

Filter Records Requiring Resolution

District *
A A A_Do Not Use [000000000]
No region provided [022950000]

Test Administration ✯
Select a Test Administration ▼

Resolution Status
Select a Resolution Status ▼

Reason Type
Select a Reason Type ▼

PEIMS ID
First Name
Last Name

Test Registration Type
Select a Test Registration Type ▼

Subject
Select a Subject ▼

Testing Grade
Select a Tested Grade ▼

Testing Campus
Select a Testing Campus ▼

Test Version
Select a Test Version ▼

Reset Filters
Filter Held Records
Resolutions

Status Key

- Resolution Required
  There were errors in processing this score record. There was missing or conflicting information on the answer document. This record requires manual intervention to correct the data.

- Flagged
  This record has been flagged for review. Contact the Texas Assessment Support Center.

- Resolved
  This record has been resolved. It can be viewed, but no longer edited.
Score Code Changes

• Districts submit score code changes as noted on the Calendar of Events.
  • “Districts submit score code changes (window opens)”
• Districts have one year to change student score codes.
• Score codes may need to be updated in the event that an answer document or online test was submitted with an incorrect score code at the time of testing.
  • Example: A student’s answer document should have been marked as absent but was accidentally marked to be scored.
Score Code Changes
Rescores

- District testing coordinators (DTC) have the ability to submit a rescore request for their student(s) after the scores for the administration have been posted.
- ETS commits to complete the rescore within four weeks after the request is submitted.
- There are three types of rescore requests that the DTC can submit as noted below.
  - Constructed Response (essay) only
  - Multiple Choice (MC) only – not applicable to online tests
  - Multiple Choice and Constructed Response
Rescores
Questions
Customer Support

• Texas Assessment Support Center
• Monday–Friday
• 8:00 a.m.–5:00 p.m. (CT)
• 855-333-7770
• STAAREOC@ets.org or STAAR3-8@ets.org
• Click the chat link in the Help Documentation tab in the Assessment Management System.