

# Working Assessment Missing Lists

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# Overview

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

# Assessment Missing Reports

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

# Level 1 Reports

## Assessment Collection Example

### Spring End of Course State Assessment Collection (FY21)

FY21-A-End Crs Spr: Required collection for all Traditional Districts, JVSDs, Community Schools, Stem Districts and State Supported schools that educa... 

**Submissions:** February 25, 2021 - August 06, 2021 (92 days till close)

**Version:** 3

**Status:** The collection was submitted yesterday at 04:52:58 PM by 

**Submission Status:** Processing Completed (yesterday at 04:53:01 PM)

**Submission Number:** 5 (attempt 1)

**Actions:** [Start Collection](#)  
[Add New Scheduled Collection](#)  
[Set Default Collection properties](#)

Prepare Outputs: [View submission 5 Data](#)

To get to Level 1 reports, select the “View submission...” link

# Level 1 Reports, cont'd

## Spring End of Course State Assessment Collection (FY21)

Submission Number 5 (attempt 1), LEA:

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

Last Prepared: Yesterday at 04:50:48 PM

### Review Types

- Detail
- Missing Data Report
- Summary

### Output Options

- Zip File:  Download file as a compressed .zip (for faster downloads)
- File Format:  HTML  
 CSV
- Include in CSV files:  Data only  
 Data and Fatal exceptions  
 Data and All exceptions

Select "Generate Review Data"

[Generate Review Data](#)

Find the Missing Report

File	Submission 5			Sub 4
	Valid	Invalid	Total	Valid
<a href="#">Counts_of_Assessment_Records_Excluded.csv</a>			6	
<a href="#">Excluded_Student_Assessment_Record(FA).csv</a>			434	
<a href="#">Missing_Report_-EOC_Spring_Assessment_Collection_(FY21).csv</a>			118	
<a href="#">Student_Assessment_Record(FA).csv</a>	210	0	210	210
<b>Total counts:</b>	<b>210</b>	<b>0</b>	<b>768</b>	

# Formatting the Assessment Missing Report

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

# Quick Check

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

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

# Understanding Assessment Missing Reports

# Expected Assessments

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

# Testing Windows

- State testing windows
  - Search “testing dates” [education.ohio.gov](http://education.ohio.gov)
  - See EMIS Manual test date valid options in the 2.8 Student Assessment (FA) Record
- LEA chooses a shorter testing window
  - See EMIS Manual 5.3 Organization General Information (DN) Record
    - Report an Assessment Group attribute when your LEA has selected a shorter assessment window than the state testing window
    - The start date of the shorter testing window is only reported for collections that have an enrollment-based assessment missing report
      - ASMTFG3ELA – Fall 3<sup>rd</sup> Grade ELA Assessment
      - ASMTSPRELA – Spring English Language Arts (all grades including EOC)
      - ASMTSPRMSS – Spring Math, Science, Social Studies (all grades including EOC)
- For FY21, state testing windows will be used when generating Assessment Missing reports

# Missing Assessments

- Missing reports do not
  - Look at other assessment collections
  - Look at Acceleration records (FB) or Grad Exemption (FE) records
  - Always consider SSID changes (some now do)
- The number of missing records that must be ignored has been significantly reduced
  - Score Not Reported reasons should not be reported if the record should be ignored as it could have a negative impact on accountability calculations
  - Missing reports can be impacted by another LEA's reporting
  - When in doubt, ask ODE via the EMIS Helpdesk

# Missing Assessment Data

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

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

Data specific to the missing assessment is included

	A	B	C	D	E	F	G	H	I	J	K	L	M
	District	Collection	Attending	EMIS								Test	
1	IRN	Request	Bldg IRN	Student ID	State	Last	First	Middle	Assessm	Assessment	Assessment Area Code	Grade	Test
				Number	Student ID	Name	Name	Name	ent Typ	Area Code	Description	Level	Date
2	Trad IRN	2021AGNFL	Bldg IRN	123456790	QE2808406	Student	Marc		GN	ELA	English Language Arts	3	
3	Trad IRN	2021AGNFL	Bldg IRN	123456790	QE2808406	Student	Marc		GN	R	ELA-Reading	3	
4	Trad IRN	2021AGNFL	Bldg IRN	123456791	VO2264468	Student	Susan		GN	ELA	English Language Arts	3	
5	Trad IRN	2021AGNFL	Bldg IRN	123456791	VO2264468	Student	Susan		GN	R	ELA-Reading	3	
6	Trad IRN	2021AALTS	Bldg IRN	123456794	PV0628282	Student	Emily		GX	C	Social Studies	10	
7	Trad IRN	2021AALTS	Bldg IRN	123456794	PV0628282	Student	Emily		GX	M	Mathematics	10	
8	Trad IRN	2021AALTS	Bldg IRN	123456794	PV0628282	Student	Emily		GX	R	Reading	10	
9	Trad IRN	2021AALTS	Bldg IRN	123456794	PV0628282	Student	Emily		GX	S	Science	10	

Some Assessment Missing Reports can contain more than one Assessment Type

# FA Status – Fatal

## Fatal

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

N	O	P
FA Status <input type="text" value="▼"/>	Missing Reason <input type="text" value="▼"/>	Run Date <input type="text" value="▼"/>
Fatal	Enrolled in Test Window	Mar 2 2021 3:37PM
Fatal	Enrolled in Test Window	Mar 2 2021 3:37PM
Fatal	Enrolled in Test Window	May 5 2021 12:34PM
Fatal	Enrolled in Test Window	May 5 2021 12:34PM
Fatal	Enrolled in Test Window	May 5 2021 12:34PM

# Level 1 Validations

Fatal Level 1 errors can cause missing assessments

- See EMIS Manual Section 2.8 Student Assessment (FA) Records

Validation Report - Google Chrome  
pik-dc.metasolutions.net/DCCConsoleJSP/dc/reports/UVRReport.jsp?Replnst=C6CFA3820C0C418F8D144A64B19F1989&Severity=4&Rec

**Correct Level 1 Errors**

**Validation Exception Report** - for FALL 3rd Gr ELA and Reading Collection (FY21)

Collection Request: *FALL 3rd Gr ELA and Reading Collection (FY21)*      Submission Number: **4**      Attempt: **1**      LEA Name:        LEA IRN:  

Record Type: *(All)*      Exception Severity: *(All)*

**Student Assessment Record(FA) (2)**

Error Number	Error Level	Message	Description	Building IRN	EMIS Student
FA.0016	Fatal	The numeric score is outside the numeric min and max range	Refer to EMIS Manual section 2.8 element FA240(FA240) Invalid value '000' in the field 'Score'		
FA.0016	Fatal	The numeric score is outside the numeric min and max range	Refer to EMIS Manual section 2.8 element FA240(FA240) Invalid value '000' in the field 'Score'		

# FA Status – Missing

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

N	O	P
FA Status <input type="checkbox"/>	Missing Reason <input type="checkbox"/>	Run Date <input type="checkbox"/>
Missing	Enrolled in Test Window	May 12 2021 3:52PM
Missing	Enrolled in Test Window	May 12 2021 3:52PM
Missing -record reported NOT in the test window	Enrolled in Test Window	May 17 2021 10:02AM
Missing -record reported NOT in the test window	Enrolled in Test Window	May 17 2021 10:02AM

# Missing Reasons

Rows on the Assessment Missing Report will have a missing reason

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

N	O	P
FA Status <input type="text" value="Missing"/>	Missing Reason <input type="text" value="Enrolled in Test Window"/>	Run Date <input type="text" value="Mar 30 2021 8:39AM"/>
Missing	Enrolled in Test Window	Mar 30 2021 8:39AM
Missing	Enrolled in Test Window	Mar 30 2021 8:39AM
Missing	Enrolled in Test Window and has vendor test results	Mar 30 2021 8:39AM
Missing	Enrolled in Test Window and has vendor test results	Mar 30 2021 8:39AM
Missing	Has vendor test results	Mar 23 2021 2:46PM
Missing	Has vendor test results	Mar 23 2021 2:46PM

# SSIDs and Missing Assessments

## 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, create a helpdesk ticket

# SSIDs and Missing Assessments, 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

# SSIDs and Missing Assessments, 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
- Confirm that the scores are being reported using the correct SSID
- Create an EMIS Helpdesk ticket

# Quick Check

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

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

# Score Not Reported Reasons

# Working Missing Assessment Lists

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

# Score Not Reported Reason A

## A – Medical Reason

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

# 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

# Score Not Reported Reasons G and H

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

# Score Not Reported Reasons I, J, and K

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

# Score Not Reported Reasons L, N, and P

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

# Score Not Reported Reasons R, S, and T

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

# Score Not Reported Reason W

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

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

# Score Not Reported Reason X

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

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

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

- For CTE Technical Assessment (GY) score field represents the student's proficiency
- [Career-Technical-Education-College-Credit-Plus-Assessment-PMG.pdf.aspx \(ohio.gov\)](#)

# Score Not Reported Reason X, cont'd

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

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

# Score Not Reported Reason X, cont'd

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

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

# Course Grade Conversions

- Districts can submit the CTE course grades (non-CCP) to the Center on Education and Training for Employment (CETE)
  - 2020-2021 - submit for grades 11 and 12 only
  - CETE will include the converted course grades and return them to the district if the district has the course grades uploaded by the deadline of June 25, 2021
    - if a district misses the deadline and CETE is unable to make an exception, all records must be hand entered (crosswalk link on next slide)
  - To upload 2019-2020 CTE course grade conversions to CETE, contact CETE directly at [support@webxam.org](mailto:support@webxam.org)
- The converted course grades will be reported as GY test records with a SNR value of X

# Course Grade Conversion Resources

- [WEBXAM COURSE GRADE TUTORIAL 2021](#)
- [WEBXAM COURSE GRADE UPLOAD FILE TEMPLATE AND OTHER RESOURCES](#)
- For additional information on which students can use this flexibility and how the grade-based proficiency level to be reported is determined for GY assessments, see <http://education.ohio.gov/Topics/Student-Supports/Coronavirus/Career-Technical-Education>

# Score Not Reported Reasons Y and 2

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

# Score Not Reported Reasons 3, 4, and 5

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

# 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?

# Assessment Missing Reports by Collection

# Missing Report – COS Assessment Collection

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

# Missing Report – ELA Assessment Collections

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

# Missing Report – ELA Assessment Collections, cont'd

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

# Missing Report – KRA Fall Assessment Collection

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

# Missing Report – KRA Fall Assessment Collection, cont'd

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

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

# Missing Report – KRA Fall Assessment Collection, cont'd

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

# Missing Report – Fall Third Grade ELA Assessment Collection

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

# Missing Report – Spring 3-8 Assessment Collection

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

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

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

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

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

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

# TIDE Resource

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

# Missing Report – EOC Summer and Fall/Spring Assessment Collection

- Two End of Course Collections
  - Summer and Fall End of Course Assessment Collection (20##AGEFL)
  - Spring End of Course State Assessment Collection (20##AGESP)
- End of Course (EOC)/Assessment Type Code – GE
- Summer and Fall EOC Collection – Missing report is based on vendor file only and not enrollment
- Once statewide test vendor file is received, ODE will apply the results to the missing report
- Will reflect SSID changes

# 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

# EOCs and Subject Codes

Subject Code	Subject Code Description	End of Course Exam
050170	Integrated English Language Arts II	ELA II
110301	Algebra I	Algebra I
111200	Geometry	Geometry
110065	Advanced Mathematics 8	Integrated Math I
110010	Mathematics I	Integrated Math I
110480	Applied Algebra or Applied Mathematics I	Integrated Math I
110020	Mathematics II	Integrated Math II
110490	Applied Geometry or Applied Mathematics II	Integrated Math II
132230	Biology	Biology
132330	Advanced Biology	Biology
150300	Government (American)	American Government
150308	Government/Economics (American)	American Government
159950	Government & Politics (United States)	American Government
150810	American History	EOC not Required
152300	Integrated History	EOC not Required

# Missing Report – End of Course Collections

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

# Missing Report – End of Course Collections, cont'd

- Districts can report a grade substitution score and/or an actual result for FY20 and FY21
  - FY20 and FY21 test records will impact the missing
  - FY21 test records will have an immediate impact
  - FY20 test records will have an impact after overnight processing at ODE
- Valid SNR reasons for manually created GE test records
  - A, B, C, D, E, F, G, H, I, J, P, W, X, Y, 2, and 5
- If a student's EOC test is missing and no SNR reason is applicable create an EMIS helpdesk ticket

# Missing Report - Spring Alternate Assessments

## Spring Alternate Assessment Collection (2021AALTS)

- Collection allows for reporting assessment results for school year 2019-2020 and School Year 2020-2021
- Grades 3-8 Assessment Type Code – GA
- High School Assessment Type Code – GX
- Looks for an FD Disability Code
- Once vendor file is received, ODE will apply the results to the missing report
- Valid SNR reasons for manually created test records
  - A, B, C, D, E, F, H, I, J, K, S, 5 also W for GX Assessment only – crosswalk pending

# Missing Report - Spring Alt Assessments, cont'd

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

# Missing Report - OELPA Spring Assessment Collection

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

# Missing Report – DPR Growth Assessment Collection

- DPR Assessment Collection (2021AGDFY)
- STAR Assessment (fka - MAP)/Assessment Type Code – GD
- Report will display students in 9<sup>th</sup> grade or higher who are enrolled at a Dropout Prevention and Recovery community school
  - Not required for students with disabilities who are reported with an IEP Test Type of ALT
- Once vendor file is received, ODE will apply the results to the missing report
- Valid SNR reasons for manually created GD test records
  - A, B, C, D, E, F, H, I, J, L, and 5
- If a student's STAR test is missing and no SNR reason is applicable create an EMIS helpdesk ticket

# Missing Report - Career Tech Spring Assessment Collection

- Career Tech Accountability Assessment Collection (20##ACTSP)
- Industry Credential (GW) – No Assessment Missing report
- CTE Technical Assessment (aka OCTCA and WebXam)/  
Assessment Type Code – GY
  - Assessment Missing report turned off
  - May be turned on after CTE Data Managers finish working on new enrollment logic and if/when a vendor file is available
  - Valid SNR reasons for manually created GY test records
    - B, C, D, E, (F - only for 14TP Assessment Area), H, J, T, X, and 5
  - If a student's CTE Technical Assessment test is missing and no SNR reason is applicable create an EMIS helpdesk ticket

# Missing Report – Other Accountability Assessments

## Other Accountability Assessments Collection (20##ANACC)

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

# 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 11<sup>th</sup> grade student is not required to test if they took it in a prior year
  - If the retained 11<sup>th</sup> 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

# 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

# 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?

# Summary

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

# Resources

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

# Questions?

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

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