KIDS 2015-2016 Submission Details Document: TEST

Introduction

This document contains information specific to the submission of TEST records to the Kansas Individual Data on Students (KIDS) System for the TEST Collection. The TEST Collection focuses on gathering data for State assessments.

Submission Guidelines

Submission Window

- August 17, 2015 – June 15, 2016
- Student data that is submitted for TEST should be current as of the day the student takes an assessment

Students to Submit

- Grades 3-12 who are eligible to take State assessments
- Students entering a school after March 4, 2016, do not have to be tested

Who Submits?

- Accountability School or the Attendance School
- When both the accountability and attendance buildings submit TEST records for the same student for the same test subject, the record submitted by the Accountability School will be used and the record submitted by the Attendance School will be ignored

The Use of TEST Submissions

- The current TEST record by Accountability School and test subject will be used to provide information to CETE for State assessments test tickets
- The assessment results of all students submitted to KIDS on TEST records will be counted by KSDE for accountability purposes

The demographic fields* from the most recently submitted TEST record are used to determine student sub-groups for accountability purposes.

* Demographic fields are:

- D8: Gender
- D12: Hispanic Ethnicity
- D30: Comprehensive Race
- D31: Eligibility for National School Lunch Program
- D33: Primary Disability Code
- D37-D42 ESOL Fields

KIDS Collection Field Requirements
TEST Record Type 2015-16

Field Number	Excel Column	Field Name	TEST
D1	A	Record Type	R
D2	B	Accountability School Identifier	R
D3	C	Residence District Identifier	R
D4	D	Legal Last Name	R
D5	E	Legal First Name	R
D6	F	Legal Middle Name	O
D7	G	Generation Code	O
D8	H	Gender	R*
D9	I	Date of Birth	R
D10	J	Current Grade Level	R*
D11	K	Local Student Identifier	R
D12	L	Hispanic Ethnicity	R
D13	M	State Student Identifier	R
D14	N	Current School Year	R
D15	O	Funding School Identifier	R
D16	P	Attendance School/Program Identifier	R
D18	R	School Entry Date	R
D19	S	District Entry Date	R
D20	T	State Entry Date	R
D26	Z	Exit/Withdrawal Date	E
D27	AA	Exit/Withdrawal Type	E
D29	AC	Post-Graduation Plans	E
D30	AD	Comprehensive Race	R
D31	AE	Eligibility for National School Lunch Program	R*
D32	AF	Primary Disability Code	X
D33	AG	Gifted Student Code	X
D36	AJ	ESOL /Bilingual Program Entry Date	X
D37	AK	First Entry Date into a School in the United States	X
D38	AL	First Language	R*
D39	AM	ESOL/Bilingual Program Participation Code	R*
D55	BC	Math Grouping Indicator 1	O
D56	BD	Math Grouping Indicator 2	O
D57	BE	English Language Arts - ELA Grouping Indicator 1	O
D58	BF	English Language Arts - ELA Grouping Indicator 2	O
D59	BG	Science Grouping Indicator 1	O
D60	BH	Science Grouping Indicator 2	O
D61	BI	History/Gov Grouping Indicator 1	O
D62	BJ	History/Gov Grouping Indicator 2	O
D63	BK	General CTE Grouping Indicator 1	O
D64	BL	General CTE Grouping Indicator 2	O
D65	BM	Comprehensive Agriculture Grouping Indicator	O
D66	BN	Animal Systems Grouping Indicator	O
D67	BO	Plant Systems Grouping Indicator	O
D68	BP	Manufacturing Production Grouping Indicator	O
D69	BQ	Design and Pre-Construction Grouping Indicator	O
D70	BR	Finance Grouping Indicator	O

Field Number	Excel Column	Field Name	TEST
D71	**BS**	Comprehensive Business Grouping Indicator	O
D72	**BT**	ELPA Grouping Indicator 1	O
D73	**BU**	ELPA Grouping Indicator 2	O
D74	**BV**	State Mathematics Assessment	R*
D75	**BW**	State Mathematics DLM Proctor ID	O
D76	**BX**	State Mathematics DLM Proctor Name	O
D77	**BY**	State English Language Arts - ELA Assessment	R*
D78	**BZ**	State English Language Arts - ELA DLM Proctor ID	O
D79	**CA**	State English Language Arts - ELA DLM Proctor Name	O
D80	**CB**	State Science Assessment	R*
D81	**CC**	State Science DLM Proctor ID	O
D82	**CD**	State Science DLM Proctor Name	O
D83	**CE**	State History/Gov Assessment	R*
D84	**CF**	General CTE Assessment	R*
D85	**CG**	Comprehensive Agriculture Assessment	R*
D86	**CH**	Animal Systems Assessment	R*
D87	**CI**	Plant Systems Assessment	R*
D88	**CJ**	Manufacturing Production Assessment	R*
D89	**CK**	Design and Pre-Construction Assessment	R*
D90	**CL**	Finance Assessment	R*
D91	**CM**	Comprehensive Business Assessment	R*
D92	**CN**	State English Language Proficiency Exam (ELPA)	R*
D93	**CO**	User Field 1	O
D94	**CP**	User Field 2	O
D95	**CQ**	User Field 3	O

R	Required = Must contain a valid non-blank value
R*	Required = Must contain a valid non-blank value, including zero
X	Required = Must contain a valid non-blank value or must be blank; blanks will be considered a null value.
O	Optional = Must contain a valid non-blank value or must be blank; blanks will be considered no response. Field will be validated and stored if submitted.
Fields not listed	Values submitted in these fields will not be validated or stored on the indicated Record Type.
E	Must be blank

Optional fields are validated and stored if submitted. All other data fields that are neither required nor optional for TEST may be left blank. Values in data fields that are neither required nor optional for TEST are not validated and will not be stored. The exception to this is EXIT data (Exit/Withdrawal Date, Exit/Withdrawal Type, and Post-Graduation Plan); exit data fields **MUST** be blank on TEST records or an error will be generated.

KIDS Reports

Reports are provided in the KIDS Collection System for verification and research of submitted data. Although data can also be shared by generating the appropriate KIDS reports, KIDS users can share detailed data with the principals, superintendents and program staff by encouraging them to register for Read-Only access to the KIDS Collection System. Read-Only access is recommended since reports are dynamic and may change if additional TEST records are submitted to KIDS.

The detailed descriptions of each of the reports available in the KIDS Collection System may be found on the KIDS project website at http://kidsweb.ksde.org/ under the "Report Descriptions" tab or visiting this website: http://kidsweb.ksde.org/Report-Descriptions. The following reports particularly important to TEST submissions:

Standard Reports:

- ☐ Accepted Records by Type-TEST
- ☐ Current Year Accountability Students

Assessment Reports:

- ☐ TEST Records for State Assessments
- ☐ TEST Records for ELPA Assessments
- ☐ TEST Records for cPass Assessments
- ☐ Cleared Assessments Roster

State Assessments

English Language Arts (ELA) and Math Assessments: For the 2015-2016 year, grades 3-8, and 10 will take the ELA and math assessments. The only high school students required to be assessed are 10th grade students.

Science Assessment: For the 2015-2016 year, students in grades 5, 8, and 11th will take the science assessment. The only high school students required to be assessed are 11th grade students. There is only one 'Science' assessment this year. We no longer separate high school into 'Life Science' and 'Physical Science.'

History/Government Assessment: For the 2015-2016 year, grades 6, 8, and 11th will be taking the History/Government field test. There is only one 'State History/Gov' assessment this year. We no longer separate high school into 'World Focus' and 'U.S. Focus'.

Career Tech Ed Pathways Assessments (cPass): Students in grades 10-12 have the opportunity to take CTE assessments: the General CTE Assessment, one of the available End of Pathways Assessments, and/or a Career Competency Qualifier (CCQ).

State English Language Proficiency Assessment (ELPA): For 2015-2016, the ELPA will be administered through CETE. The indication of ELPA on a TEST record will generate a test ticket in KITE. Indication of ELPA on a TEST record is required for the results of a student's ELPA to be used.

TEST Notes/Recommendations

The list of recommendations, notes, and submission tips below apply to the TEST record. In working with the KIDS System, many circumstances apply only to the record you are submitting. How each data element is reported may differ for other submissions from the recommendations appearing below.

When the Accountability School is '0001' or '0002': When '0001' or '0002' is entered in the Accountability School, the Attendance School must contain a valid school ID number or district central office of the submitting district. These students' assessment results will be included in the accountability determinations of the Attendance School.

School Entry Date: School Entry Date should be based on the date the student entered the Accountability School or Attendance School, depending upon which school is submitting the TEST record. In the case where the student's Accountability School is marked with a 0001 or 0002, the School Entry Date should report the date the student entered the Attendance School.

Reporting the Attendance School: The Attendance School field on the TEST record is used to determine where students will physically take assessments. A student will not be able to take a computer-based assessment without a TEST record in KIDS listing the school where he/she is taking the test as the Attendance School.

Students taking Multiple Assessments: For students taking multiple assessments, a school can submit separate TEST records for each assessment subject OR one TEST record that includes information for all assessments. For example, if “John Doe” is taking the ELA and mathematics assessments, then his school could submit one TEST record with the appropriate test type information in the corresponding assessment fields, OR the school could submit a TEST record for the ELA assessment and a separate TEST record for the mathematics assessment.

Updating Earlier TEST Submissions: If a school/district submits a TEST record for a student early in the TEST submission window and that student’s demographic and test information does not change, then the school/district does not need to submit any other assessment information to KIDS for that student. If a TEST record is submitted for a student and that student’s demographic and/or test information changes (i.e., the student was submitted on a TEST record as not taking the mathematics assessment but he/she will actually take the DLM/Alternate assessment), then another TEST record must be submitted for that student in order to correct/update the information.

If a student is taking more than one assessment and the student’s demographic and/or test information does not change for every test type, then send the updated TEST record with the updates indicated for only the test type(s) that it applies to at the time the student takes the assessment.

Students Moving Between Schools During the School Year: Because TEST records are unique by Accountability School; Student State ID (SSID); and assessment subject area, different Accountability schools can submit TEST records for the same student. For example, if “John Doe” takes the ELA assessment at School A but then moves and takes the mathematics assessment at School B, then School A would submit a TEST record for the ELA assessment and School B would submit a TEST record for the mathematics assessment.

Note: that if an Accountability School (or district) submits a TEST record with a value in the Accountability School that does not match the Accountability School for the student in question according to the core data stored in the KIDS System, the school or district will need to claim that student in order to successfully process the TEST record. So if School A submits a TEST record with themselves as the Accountability School, and School B then submits a TEST record with themselves as the Accountability School for the same student, School B will have to claim the student away from School A.

This will not have any negative effects on School A’s TEST record for the student, but if School A is the primary Accountability School for this student, they may wish to claim the

student back via an ASGT record once the testing window has closed this year, or wait and claim the student back via an ASGT or ENRL record at the beginning of the 2015-2016 school year.

Grouping Indicators: Grouping indicators are used to indicate the method by which the district wanted **test tickets** sorted for distribution to schools. Grouping Indicator 1 is the primary way by which the district wants a particular assessment test tickets sorted for distribution to schools. Grouping Indicator 2 is the secondary way by which the district wants a particular assessment test tickets sorted within Grouping Indicator 1. Example: Grouping Indicator 1 = Mrs. Smith and Grouping Indicator 2 = 1st period. The KELPA Grouping Indicators will not be utilized this year if data is submitted in those fields.

Clearing a Test Subject: In order to clear a particular test subject from a previously-submitted TEST record, the school/district can send another TEST record with the exact same data for that student with a "C" (clear test subject indicator) code in the test subject field to be cleared. The "C" code can be sent for any grade level for all assessment subjects. The purpose of the "C" code is to "clear" a student from the test roster for a particular subject area when a TEST record was erroneously submitted for that student. The "C" removes that specific test subject from the student's list of assessments.

For example, if "Jane Doe" was submitted on a TEST record as taking the ELA and mathematics assessments but the ELA assessment was a mistake, then another TEST record should be submitted for "Jane Doe" with a "C" in the ELA subject field. Because the "C" code is specific to a test subject area, submitting a "C" code for a particular subject would *not* impact the rosters of any other assessments for which "Jane" was registered (in this example, mathematics).

Submitting a TEST record with a "C" value for an assessment that has already been started or has been completed by the student in question will NOT serve to remove that student's assessment results from calculations. KSDE staff will investigate situations such as these to determine whether the "C" code was submitted in error, or if further action is needed. Schools can access the Cleared Assessments Roster report in KIDS for a list of students for whom a TEST Record with a "C" code has been submitted.

Clear Codes and EXIT Records: The "C" code should not be confused with the submission of EXIT records to KIDS. The "C" code allows schools to remove students from assessment rosters if they were submitted in error as taking an assessment. EXIT records, in contrast, are submitted for students who are no longer in membership. EXIT records will remove students from a school or district's state assessment roster and the accountability performance and/or participation calculations (depending on the exit and school entry dates for that student); but unlike the "C" code, EXIT records are not subject-specific. Consequently, submitting an EXIT record to KIDS will remove a student from the school's roster for *all* test subjects (depending on the exit and school entry dates for that student) unless the student has already completed a particular assessment.

TEST Records with '0' in an Assessment Subject Area: Submitting a TEST record with a '0' in a test subject field that previously contained a value will **not** remove a student from the test roster for that subject. For example, if "Jane Doe" was submitted on a TEST record as taking the ELA assessment and then another TEST record is subsequently submitted for "Jane" with a '0' in the ELA assessment field, nothing will

happen—that student will not be removed from the ELA assessment roster. Only the submission of "C" codes in test subject areas (or the submission of an EXIT record if applicable) removes the student from the Accountability School's state assessment roster.

Do not send a TEST with '0' in all assessment fields. There should be a value in at least one assessment field.

For example, if "Jane Doe" was submitted on a TEST record as taking the ELA, mathematics, and science assessments at School A but Jane moved to Nebraska before the testing window opened, then School A would submit an EXIT record for Jane (rather than submitting another TEST record with "C" codes in the ELA, mathematics, and science subject fields). If Jane moves during the testing window and has completed the ELA assessment but has not completed the mathematics or science assessments, then the EXIT record would remove Jane from the School A's roster for math and science, but the ELA assessment may be counted for performance and participation. A "C" code submitted in one or more test subject areas on a TEST record does not replace the submission of EXIT records for students who move, dropout, graduate, transfer, etc. during the course of the school year.

School Entry/EXIT Withdrawal Dates: It is essential that the School Entry Date on TEST records and the EXIT/Withdrawal Date on EXIT records be updated and reported accurately for students that move within a district as well as out of a district during the school year, since these dates will be used to determine which students will be included for participation and/or performance in accountability calculations.

Eligibility for National School Lunch Program: Community Eligibility Provision (CEP) schools will need to make sure to report students that are ***eligible*** for free or reduced lunch based on Direct Certification or State At-Risk funding based on the State At-Risk application. Non-CEP schools do not need to change the way this data has been reported. CEP schools should NOT report 100% in this field based on CEP. This field collects a student's eligibility, not how a student pays for lunch.

DLM/Alternate Assessment Value: If this value is chosen for an assessment then the Primary Disability Code must contain a non-blank value.

For DLM assessments, you must use Proctor fields on TEST records only if you want a Teacher to be able to enter the PNP and not the test coordinator. STCO records will not be used. Neither STCO nor TASC will be used to make a teacher-student connection.

Proctor Fields: The purpose of these fields is to give schools to the ability to add an additional licensed educator to a student for the purposes of taking DLM Assessments. The fields allow the user to ensure that the correct educator is provided for this student.

- A proctor must be a licensed educator with and Educator ID with an academic connection to the student.
- Provides access to the student in the Educator Portal in KITE.
- There is a limit to one proctor per student per assessment type.
    - One State Mathematics DLM proctor
    - One State English Language Arts – ELA DLM proctor
    - One State Science DLM proctor

- This is not intended to be for non-licensed paras.
- This is not intended to link a licensed educator with no academic connection to the student.
- This is not necessarily the person sitting in the room administering the assessment.
- Applies to DLM assessments only.

End of Pathways cPass Assessments: are now broken out into individual content area assessments (i.e. Comprehensive Agriculture, Animal Systems, Plant Systems, etc.).

Shared Student: There are multiple situations where schools share a student. Please review the scenarios below when working on TEST data.

In cases where schools share a student and both schools will be assessing the student in different subject areas, both public and private schools will see an increase in gained/lost claiming emails sent from KSDE to reflect that the student has more than one Accountability School submitting TEST records. Both schools should be careful to only submit records for subject areas they intend to test a shared student to ensure accuracy when test results are used to determine each school's accountability measures. As long as accurate TEST records are submitted from each school with the appropriate building codes for the Accountability School, a school does not need to 'reclaim' a student to administer the requested state assessment to the student.

1. A public school is providing math instruction and assessing a student in math. A private school is providing instruction in all other assessed content areas and will be assessing a student in ELA, science, and history/government.

TEST Record for Public School: (1111)	**TEST Record for Private School: (2222)**
□ Accountability School: 1111 □ Funding School: 1111 □ Attendance School: 1111 □ State Mathematics Assessment: 2 (or 3)	□ Accountability School: 2222 □ Funding School: 1111 □ Attendance School: 2222 □ State English Language Arts—ELA Assessment: 2 (or 3) □ State Science: 2 (or 3) □ State History/Gov Assessment: 2 (or 3)

2. One public school is providing math instruction and assessing a student in math. Another public school is providing instruction in all other assessed content areas and will be assessing a student in ELA, science, and history/government.

TEST Record for Public School: (1111)	TEST Record for Public School: (2222)
□ Accountability School: 1111 □ Funding School: 1111 □ Attendance School: 1111 □ State Mathematics Assessment: 2 (or 3)	□ Accountability School: 2222 □ Funding School: 1111 □ Attendance School: 2222 □ State English Language Arts—ELA Assessment: 2 (or 3) □ State Science: 2 (or 3) □ State History/Gov Assessment: 2 (or 3)

3. One public school is assessing a student in all content area, but they are not the Accountability School for the student. Another public school district is the accountability school for the student in all assessed content areas, but they are not providing instruction in a building on their campus and contract with another district or program. Either school can submit the TEST record, but both should communicate with the other for clarification. Either way, the TEST record will look the same.

TEST Record for Public School assessing the student but not accountable: (1111)	TEST Record for Public School accountable but not assessing: (2222)
□ Accountability School: 2222 □ Funding School: 2222 □ Attendance School: 1111 □ State Mathematics Assessment: 2 (or 3) □ State English Language Arts—ELA Assessment: 2 (or 3) □ State Science: 2 (or 3) □ State History/Gov Assessment: 2 (or 3)	□ Accountability School: 2222 □ Funding School: 2222 □ Attendance School: 1111 □ State Mathematics Assessment: 2 (or 3) □ State English Language Arts—ELA Assessment: 2 (or 3) □ State Science: 2 (or 3) □ State History/Gov Assessment: 2 (or 3)

Accredited Private Schools: Accredited private schools should submit TEST records according to the guidance outlined above.

Documents

Consult the following documents for additional information when preparing your TEST submissions. Unless specified otherwise below, the most recent version of all documents may be found on the KIDS Project website (http://kidsweb.ksde.org/) under the "Documents" tab.

- □ **KIDS 2015-2016 File Specifications Document:** This document serves as the data dictionary for all data elements collected through the KIDS Collection System.
- □ **KIDS 2015-2016 User's Guide:** This document is the comprehensive manual of submitting and processing student records in the KIDS Collection System. However, this manual does not contain specific information on each record type.
- □ **State Assessment Flow Chart:** This document provides an overview of what KIDS data are necessary for assessments in KITE.
- □ **KIDS 2015-2016 Submission Details Documents—STCO and TASC:** This document contains information specific to the submission of STCO Records to the KIDS System for the Student Course (STCO) data collection and the Teacher and Student Connection (TASC) data collection.

- ☐ **Guidelines for Determining KIDS Collection Building Identifier:** This document reviews the guidelines for determining the Accountability School when more than one school provides education services to a student.
- ☐ **KIDS TEST Overview Document:** This document contains specific information in regards to the relationship between the different assessments available and the submission of TEST records to the Kansas Individual Data on Students (KIDS) System.
- ☐ **2015-16 Kansas Assessments Overview:** This document contains important dates regarding state assessments. It may be found on the Assessment page on the KSDE website.
- ☐ **KSDE Accommodations Manual**: This document contains a wide variety of general assessment information. It may be found on the Assessment page on the KSDE website.

Help Resources

In preparing your TEST submissions, you may need technical assistance or reporting guidance. Depending upon the nature of the assistance you need, one or more of the following help resources may be useful.

- ☐ KIDS Technical Support: KSDE Helpdesk 785-296-7935 or kids@ksde.org
- ☐ Accountability Helpdesk: 785-296-2261 or mo@ksde.org
- ☐ Assessments: Lee Jones at ljones@ksde.org
- ☐ KELPA: Phyllis Farrar at pfarrar@ksde.org
- ☐ CETE assistance: http://www.cete.us/ or email questions to cete@ku.edu
- ☐ For training in the KIDS system: visit the KIDS project website at http://kidsweb.ksde.org/and go to the "Training" tab.
- ☐ For TEST Collection training: visit the Pre-Collection Workshops Training registration page.

Revision History

Version	Date	Changes
10.00	7.20.15	• Updated for 2015-2016 school year
10.01	8.21.15	• Updated the Career Tech Ed Pathways Assessments (cPass) section, deleted the KWIET section, change the heading from Students Attending Multiple Schools to Students Moving Between Schools During the School Year, and moved the Clear Codes and EXIT Records.

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