



**2009–10 New York State Testing Program (NYSTP)
Tested/Not Tested Confirmation Report
(Level 2)
Report Guide**

Purpose

The *2009–10 New York State Testing Program (NYSTP) Tested/Not Tested Confirmation Report* (Level 2) shows whether or not students reported in the Student Information Repository System (SIRS) were tested on the appropriate 2009–10 NYSTP assessment for their grade/age and, if not tested, the reason why. This allows you to verify that all students who met the criteria were correctly reported in SIRS and that the students who were tested on the appropriate assessments have the correct relevant assessment record in SIRS. Rules for determining eligibility for a valid score are found in the *SIRS Manual* at <http://www.emsc.nysed.gov/irts/sirs/>.

The “Tested/Not Tested Confirmation Report” shows students reported in SIRS who met the following assessment specific criteria:

- **3-8 English language arts:** graded students in grade 3, 4, 5, 6, 7, or 8 (or ungraded student with a birth date between the specific grade birth date ranges listed below, inclusive) AND enrolled in your district between April 26 and May 5, 2010.
- **3-8 Mathematics:** graded students in grade 3, 4, 5, 6, 7, or 8 (or ungraded student with a birth date between the specific grade birth date ranges listed below, inclusive) AND enrolled in your district between May 5 and May 14, 2010.
- **4 Science:** graded student in grade 4 (or ungraded student with a birth date between the specific grade birth date ranges listed below, inclusive) AND enrolled in your district between May 24 and June 9, 2010.
- **8 Science:** graded student in grade 8 (or ungraded student with a birth date between the specific grade birth date ranges listed below, inclusive) AND enrolled in your district between May 24 and June 9, 2010.
- **5 Social Studies:** graded student in grade 5 (or ungraded student with a birth date between the specific grade birth date ranges listed below, inclusive) AND enrolled in your district between November 16 and 19, 2009.
- **8 Social Studies:** graded student in grade 8 (or ungraded student with a birth date between the specific grade birth date ranges listed below, inclusive) AND enrolled in your district between June 14 and 17, 2010.
- **NYSESLAT:** graded student in grade K-12 (or ungraded student with a birth date between the specific grade birth date ranges listed below, inclusive) AND enrolled in your district between April 14 and May 27, 2010.

Ungraded date of birth age ranges:

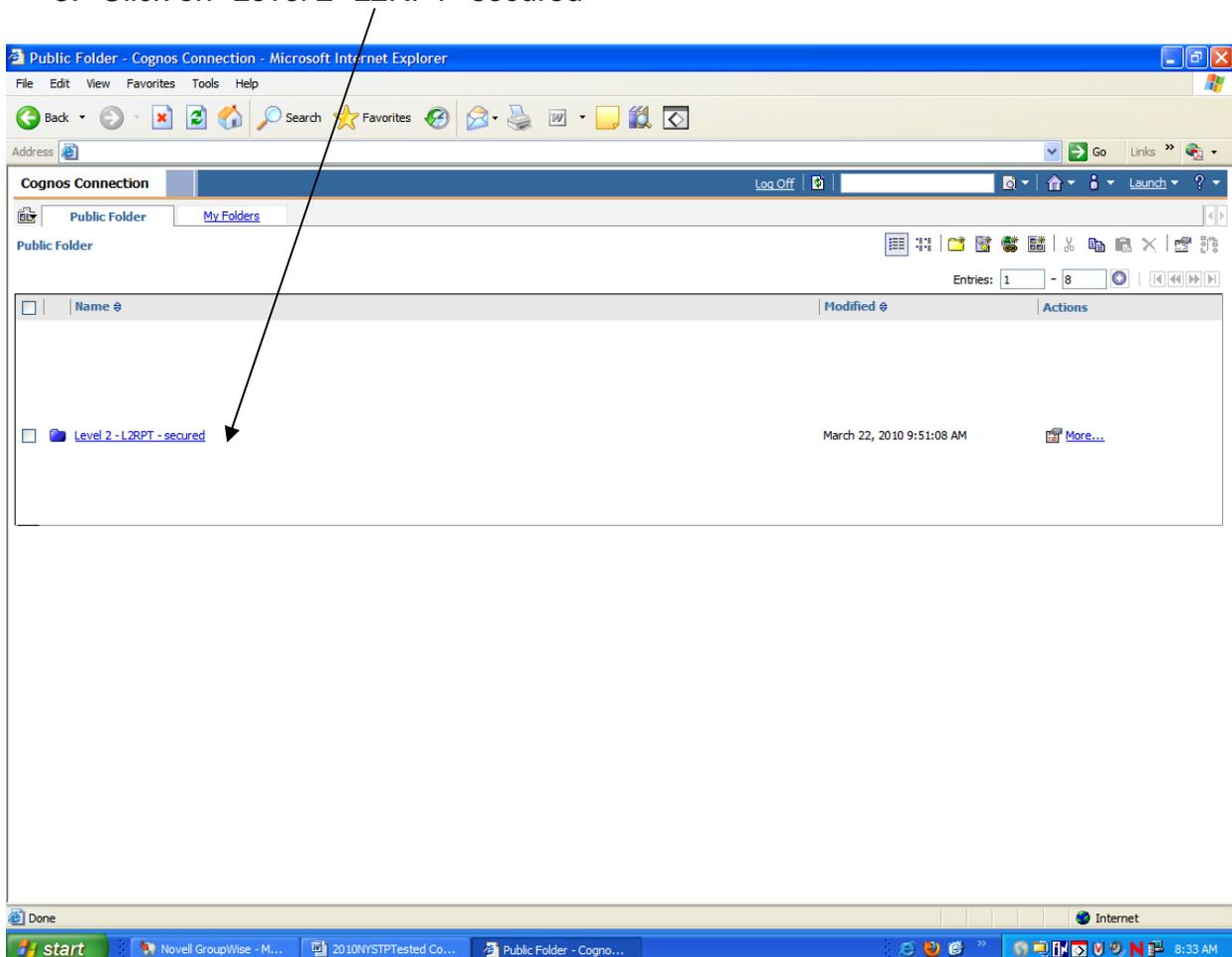
Grade K: Any birth date after August 31, 2003
Grade 1: September 1, 2002— August 31, 2003
Grade 2: September 1, 2001— August 31, 2002
Grade 3: September 1, 2000— August 31, 2001
Grade 4: September 1, 1999— August 31, 2000

- Grade 5: September 1, 1998— August 31, 1999
- Grade 6: September 1, 1997— August 31, 1998
- Grade 7: September 1, 1996— August 31, 1997
- Grade 8: September 1, 1995— August 31, 1996
- Grade 9: September 1, 1994— August 31, 1995
- Grade 10: September 1, 1993— August 31, 1994
- Grade 11: September 1, 1992 — August 31, 1993
- Grade 12: Born on or before August 31, 1992

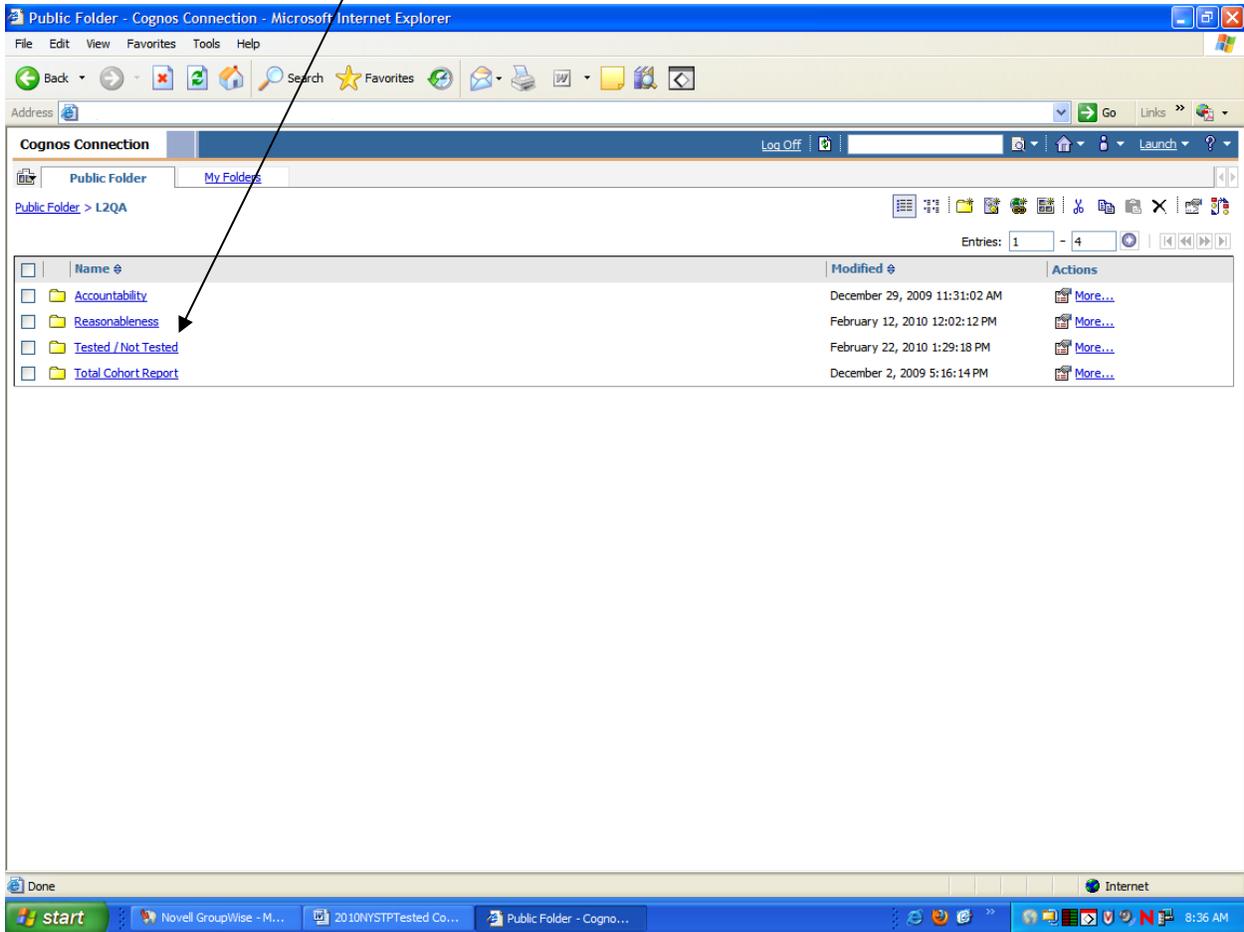
Accessing Reports

The *2009–10 New York State Testing Program (NYSTP) Tested/Not Tested Confirmation Report (Level 2)* can be accessed via a Cognos web site. The site URL along with your ID and password are established by your local RIC/Big 5 scanning center. If you have trouble accessing your reports or need guidance, please contact your local scanning center.

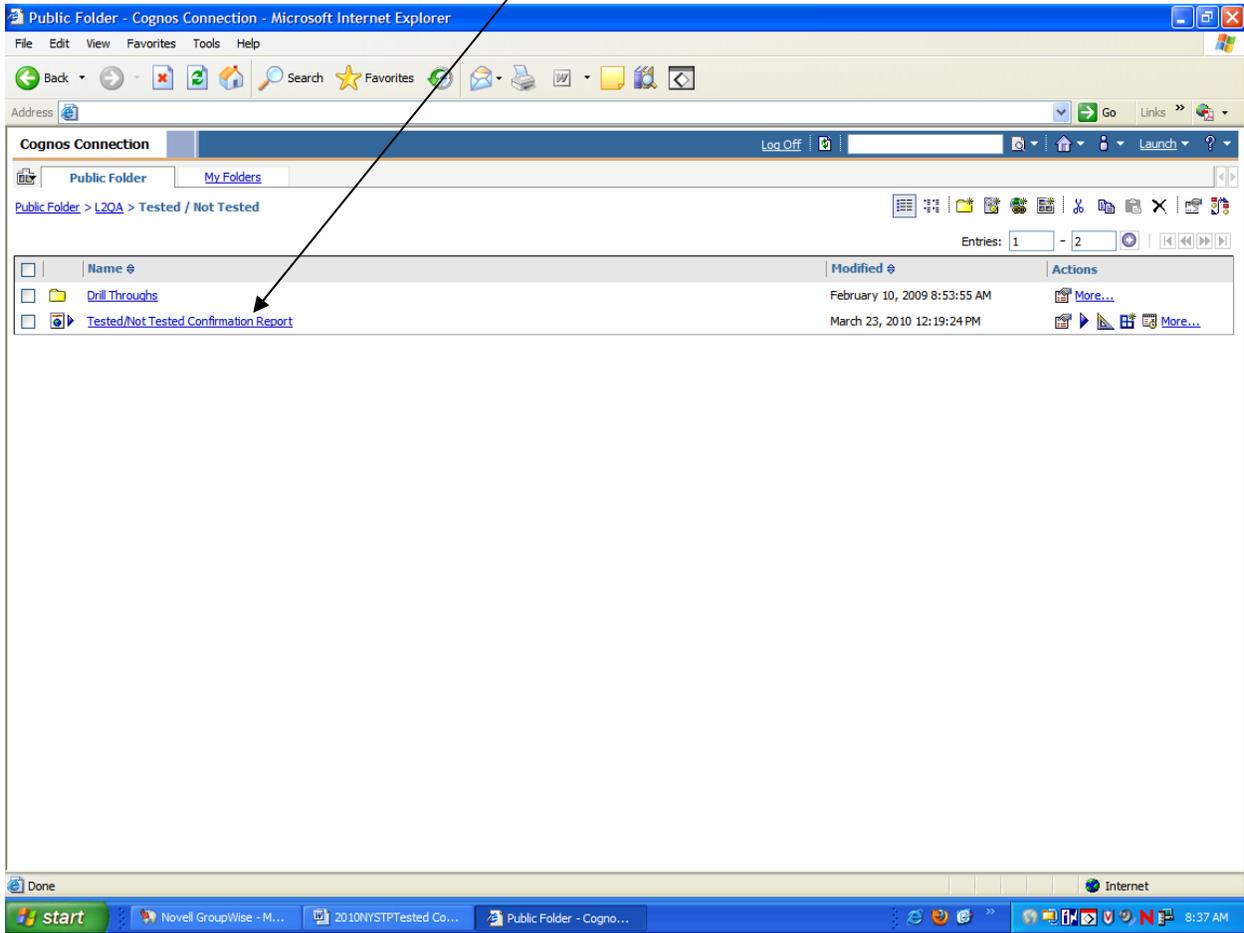
1. Log into the Cognos server (URL/web address, ID, and Password provided to you by your local scanning center).
2. Click on the Public Folder (or another folder if set-up for you by your RIC/Big 5 scanning center).
3. Click on “Level 2- L2RPT- secured”



4. Click on "Tested/Not Tested"

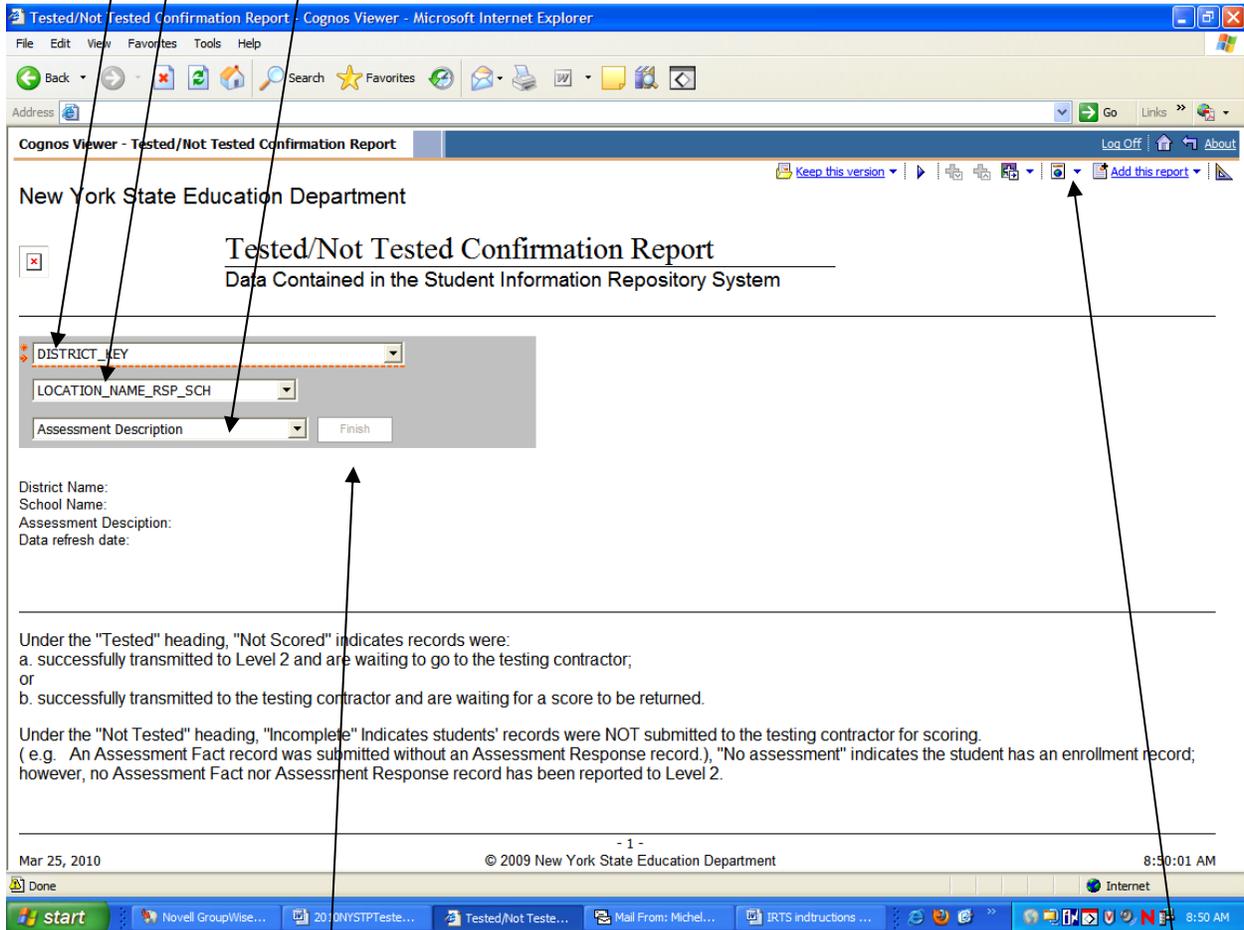


5. Click on "Tested/Not Tested Confirmation Report"



6. Choose a District, School, and Assessment. Note: Please be aware that there is delay of 1-3 seconds after selecting from each dropdown (district, school, assessment). After each selection, an hour glass will appear with the message “Your report is running”

- a. District “DISTRICT KEY”
- b. School name “LOCATION_NAME_RSP_SCH”
- c. Assessment “Assessment Description”



7. Click “Finish”
8. View data on-screen or export and view data in HTML, XML, Excel, or PDF
9. Export the student detail to Excel as follows:
 - a. Choose View in Excel Options_____
 - b. Choose View in Excel 2002 Format

Note: To generate excel export you will need to change settings in internet explorer.

- c. On Menu bar – Click Tools then Internet Options
- d. Click “Security” tab
- e. Click “Trusted sites”
- f. Click “Sites”
- g. Add your http:// web address (Make sure to remove the check from “Require server verification (https:) for all sites in this zone”
- h. Click “Close”
- i. Lower the “Security level” bar for this zone to “Medium-low”

- j. Click "Apply"
- k. Click "OK"

10.Data Elements on School Summary Report:

Tested/Not Tested Confirmation Report
Data Contained in the Student Information Repository System

District Name: [Dropdown]
 LOCATION_NAME_RSP_SCH: [Dropdown]
 Grade 5 ELA: [Dropdown]
 Finish

District Name:
 School Name:
 Assessment: Grade 5 ELA
 Description:
 Data refresh date: Feb 16, 2010

Student Subgroup (accountability subgroups are marked by an asterisk(*))	Tested						Not Tested					
	Level 1	Level 2	Level 3	Level 4	Not scored	Total Tested	Medically excused	Administrative error	No valid score	Incomplete	No assessment	Total not tested
*American Indian/Alaska Native	0	0	0	0	0	0	0	0	0	0	2	2
*All Students	0	0	0	0	0	0	0	0	0	0	616	616
Female	0	0	0	0	0	0	0	0	0	0	282	282
Former Students with Disabilities	0	0	0	0	0	0	0	0	0	0	5	5
Male	0	0	0	0	0	0	0	0	0	0	334	334
*Black	0	0	0	0	0	0	0	0	0	0	377	377
*Hispanic	0	0	0	0	0	0	0	0	0	0	80	80
Formerly Limited English Proficient	0	0	0	0	0	0	0	0	0	0	16	16
*White	0	0	0	0	0	0	0	0	0	0	120	120
*Limited English Proficient	0	0	0	0	0	0	0	0	0	0	30	30

Student Subgroup: Note that subgroup names and data will only appear if data are present in SIRS, otherwise those rows are suppressed.

- All students
- Female
- Male
- American Indian or Alaska Native
- Black or African American
- Hispanic or Latino
- Asian
- White
- Multiracial
- General education students
- Students with disabilities
- Former students with disabilities
- Not limited English proficient
- Limited English proficient

- Limited English proficient
- Former Limited English proficient
- Economically disadvantaged
- Not economically disadvantaged
- Migrant
- Not migrant

Tested: These fields will be populated once the data is returned from the contractor after scoring.

- Level 1 - standard achieved code "21"
- Level 2 - standard achieved code "22"
- Level 3 - standard achieved code "23"
- Level 4 - standard achieved code "24"
- Not Scored
 - a. successfully transmitted to Level 2 and are waiting to go to the testing contractor; or
 - b. successfully transmitted to the testing contractor and are waiting for a score to be returned.
- Total Tested- count of students receiving a Level 1, Level 2, Level 3, or Level 4.

Not tested:

- Medically excused : standard achieved code "93"
- Administrative error: standard achieved code "97"
- No valid score: indicates the student did not meet the validity rules for achieving a valid score and therefore, the student was determined to be not tested and received a scale score of '999' indicating no valid score.
- Incomplete: Indicates students' records were not submitted to the testing contractor for scoring. (E.g. an Assessment Fact record was submitted without an Assessment Response record.).
- No assessment: Student has an enrollment record during the testing period; however, neither an Assessment Fact nor an Assessment Response record has been reported.
- Total not tested: count of students not tested.

Data Elements on Student Detail Report:

New York State Education Department

Tested/Not Tested Confirmation Report

Data contained in the Student Information Repository System - Student Detail

District: School Selected:
 Assessment: Grade 5 Social Studies Testing Status: Tested
 School Year: 2009-10 Selection: Total Tested
 Data refresh date: Feb 16, 2010 Subgroup: All Students

Student ID	NYSSIS ID	Student	Location	Grade	Gender	Ethnicity	Economically disadvantaged	LEP eligible	Former LEP	LEP duration	NYSESLAT eligible	Disability	Former SWD	NYSAAs eligible	Standard achieved	Score
				05	Male	White						Emotional Disturbance			Level 3	73
				05	Female	Black or African American									Level 4	87
				05	Female	Black or African American	YES								Level 3	75
				05	Male	White						Speech or Language Impairment			Level 3	79
				05	Male	White									Level 4	90
				05	Female	White									Level 3	72
				05	Female	Hispanic or Latino						Learning Disability			Level 3	66
				05	Female	White									Level 4	92
				05	Female	White									Level 4	87

- **Student ID:** Local ID #
- **NYSSIS ID:** State ID #
- **Student:** Last Name, First Name
- **Location:** School Name
- **Grade:** 3, 4, 5, 6, 7, or 8
- **Gender:** Male or Female
- **Ethnicity:** American Indian or Alaska Native, Black or African American, Hispanic or Latino, Asian, White, or Multiracial
- **Economically disadvantaged: Yes or blank;** A "Yes" in this column indicates a student has a Program Service code 0198, *Poverty- from low-income family*
- **LEP eligible: Yes or blank;** A "Yes" in this column indicates a student has a Program Service code 0231, which identifies the student as limited English proficient (LEP) and therefore eligible for LEP services.
- **Former LEP: Yes or blank;** A "Yes" in this column indicates a student who reached proficiency in English on the New York State English as a Second Language Achievement Test (NYSESLAT) in one of the previous two school years.
- **LEP duration: Numeric or blank;** the cumulative number of years a student has received LEP Services.
- **NYSESLAT eligible: Yes or blank;** A "Yes" in this column indicates a student has a Program Service code of 0242, which identifies the student is eligible to take the

NYSESLAT in lieu of the ELA assessment to meet the participation requirement for accountability. Students **MUST** be identified with this program service in order for the NYSESLAT to be used for accountability.

- **Disability:** Program Service type of disability or blank.
- **Former SWD: Yes or blank;** A "Yes" in this column indicates a student who has been identified as student with disability in one of the previous two school years, student has been declassified as disabled in one of the previous two school years, and the student is no longer identified as disabled.
- **NYSAA eligible: Yes or blank;** A "Yes" in this column indicates a student has a Program Service code of 0220, which identifies the student is eligible to take the New York State Alternate Assessment.
- **Standard achieved:** Level 1, Level 2, Level 3, Level 4, Administrative error, Medically excused, or no valid score.
- **Score:** Mean scale score

Factors that Cause Records to Be Inaccurate

- If a student is incorrectly listed as enrolled in your district and required to participate in testing, check the student's record to make sure that the dates of enrollment and/or discharge are correct and that the student's grade level—or, if ungraded, birth date—are recorded correctly.
- If a student whom your district tested is not listed in this report, check that the enrollment and discharge dates on the repository records are correct. Students are not listed in a district report unless their repository records show them as enrolled at some time during the official test administration and make-up period.
- If a student is incorrectly listed as taking the assessment at an inappropriate grade level, check that the student's grade level—or, if ungraded, birth date—is reported accurately.
- If a student whom your district tested does not have a test record, check with your scan center to see if they received the student's scannable answer documents.
- Do not be concerned if a student who is taking the NYSAA to meet the English language arts testing requirement is listed as not tested. Data for these students can be verified in the NYSAA and accountability verification reports.
- Do not be concerned if a student who is taking the NYSESLAT to meet the English language arts testing requirement is listed as not tested. To be eligible to take the NYSESLAT, the student must be recorded in the repository system with a program service code of 0242. Data for these students can be verified in the accountability verification reports.

What if a count is inaccurate?

- If you believe a count is inaccurate, select that count by clicking on it. This will generate the corresponding student detail report to see the list of the students counted. Review the list to determine whether or not students are not accounted for or are included incorrectly.

- All identified errors must be corrected in the district or school source data. The source may be your student management system or it may be the Level 0 system offered by your regional information center (RIC). If your district does not operate its own repository, your data administrator must notify your RIC when the changes are complete and follow its directions for submitting these corrected data. New York City staff must correct all identified errors in central data systems, such as ATS (for enrollment, demographic, and LEP indicators) and CAP (for special education student information). The updated data will be reflected the next day in ATS/CAP. You can see these changes in an ATS RDGS report. Staff may contact the NYCDOE State and Federal Evaluation Team at nystartsupport@schools.nyc.gov.
- Although you may, if necessary, repeat this process until the deadline, you should be sure to review all reports thoroughly and make all necessary corrections before submitting revised data.

What is the deadline for submitting and correcting data?

The confirmation report for your district will not include data until after your Level 1 Repository operator submits the assessment records to Level 2. Your RIC or Big 5 district will notify you when your reports are available. The Level 1 Operators will set deadlines for receiving student records for inclusion in the file to be submitted to Level 2.

Record Keeping

Districts and schools are encouraged to save or print copies of their confirmation reports for their records. Data in the SIRS as of the NYSED reporting deadline (July 30, 2010) will be used to determine 2010–11 accountability and for the New York State Report Card as well as other required reports. As such, districts and schools must save or print copies of their confirmation reports that reflect the data as of the July 30, 2010 deadline.

FERPA Confidentiality Clause

The federal Family Education Rights and Privacy Act (FERPA) prohibits the release of personally identifiable student information. To be in compliance with FERPA, the State precludes the publication of summary information based on fewer than five students or in which subtraction or other simple mathematical operations could be used to obtain personal information. To facilitate data verification, the enclosed report includes data cells based on fewer than five students. Schools are cautioned NOT to share these data with unauthorized individuals. Individuals who work with education records in agencies or schools are responsible for knowing the privacy regulations that apply to their work. Specific information about safeguarding student privacy is available on these websites: <http://www.nces.ed.gov/pubsearch/pubsinfo.asp?pubid=97527>
<http://www.nces.ed.gov/pubsearch/pubsinfo.asp?pubid=2004330>