THE STATE EDUCATION DEPARTMENT
THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 12234

2010–11 New York State Testing Program (NYSTP) Grades 3–8 English Language Arts (ELA) Tested/Not Tested Verification Report

Report Guide

Purpose

The *2010–11New York State Testing Program (NYSTP) Grades 3–8 English Language Arts (ELA) Tested/Not Tested Verification Report* shows students reported in the Student Information Repository System (SIRS) who were graded students in grade 3, 4, 5, 6, 7, or 8 (or ungraded student with a birth date between September 1, 1996 and August 31, 2002, inclusive) AND enrolled in your district between May 3 and May 11, 2011.

This report also indicates whether or not these students were tested on the appropriate 2010–11 NYSTP Grades 3–8 ELA Assessment for their grade/age and, if they were not tested, the reason why. This allows you to verify that all students who met the above 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. Once these data have been verified, assessment records will be transferred to CTB/McGraw-Hill so that scores and performance levels can be determined. CTB may determine that some of these students have not completed sufficient parts of the assessment to receive a valid score. The rules for determining eligibility for a valid score may be found in the *SIRS Manual* at http://www.p12.nysed.gov/irs/sirs. Once the data are returned by CTB/McGraw-Hill, scores and levels will be shown in the verification reports.

Accountability

For accountability purposes, all grades 3–8 (and age equivalent) students must be tested on the NYSTP English language arts assessment or, if eligible, the New York State Alternate Assessment (NYSAA) in English language arts, or, if eligible, the New York State English as a Second Language Achievement Test (NYSESLAT) in lieu of the NYSTP English language arts assessment. The *2010–11 New York State Testing Program (NYSTP) Grades 3–8 English Language Arts (ELA) Tested/Not Tested Verification Report* will NOT show assessment records for student who met the above criteria who are eligible to take the NYSAA or NYSESLAT in lieu of the NYSTP. Students eligible to take the NYSAA and NYSESLAT in lieu of the NYSTP will be listed as Not Tested in this report. You will be able to verify data for NYSAA-eligible students in the NYSAA Verification Reports, and the accountability data for NYSAA-eligible and NYSESLAT-eligible students in the accountability verification reports.

The data in the 2010–11 New York State Testing Program (NYSTP) Grades 3–8 English Language Arts (ELA) Tested/Not Tested Verification Report cannot be used to calculate participation rates for accountability. Data in the Elementary/Middle-Level Accountability Verification Report (AVR) can be used to

calculate participation rates and Performance Indices for accountability. You may also use the *Elementary/Middle-Level Accountability Verification Report (AVR)* to review and correct demographic data for each student before these data are frozen for use in the New York State Report Cards and for making accountability decisions. Please see http://www.p12.nysed.gov/irs/nystart/reportguides.html for directions on how to use your *Elementary/Middle-Level Accountability Verification Report* to determine participation rates and Performance Indices, and the *SIRS Manual* at http://www.p12.nysed.gov/irs/sirs/ for more information on accountability.

Accessing Reports

The *2010–11 New York State Testing Program (NYSTP) Grades 3–8 English Language Arts (ELA) Tested/Not Tested Verification Report* can be accessed at www.nySTART.gov by authorized personnel using their nySTART user IDs and passwords.

Report Detail

The *2010–11 New York State Testing Program (NYSTP) Grades 3–8 English Language Arts (ELA) Tested/Not Tested Verification Report* is comprised of three reports: the District Assessment Summary Report (Report A), the School Assessment Summary Report (Report B), and the Student Assessment Detail Report (Report C). User authorization determines to which reports a user will have access. Report A displays the number of students tested and not tested for all grades (3–8) and at each grade level district-wide, for homebound students, for home-instructed students, for out-of-district placements, and for each school within the district. Report B displays the same information for the school selected but by student groups: general-education students, students with disabilities (broken down by disability classification), race/ethnicity, gender, English proficiency status, former LEP status, economic status, migrant status, new immigrant status, New York State Alternate Assessment (NYSAA) eligibility status, and Section 504 plan status. Fields for services under NCLB are not populated. Report C displays the following data: name, State and local ID, birth date, grade, demographic information, whether the student was tested or not, and, if not, the reason, score, and performance level. The Not Tested Reason field in Report B shows “Medically excused” for students reported as medically excused (Standard Achieved Code 93), “Administrative error” for students who have no valid score because an error was made in the administration of the assessment (Standard Achieved Code 97), and “Not tested” for students who are not medically excused or administrative errors but who have no valid assessment record in the repository (no assessment or Standard Achieved Code 99), including NYSAA- or NYSESLAT-eligible students. Students reported in the repository as eligible to take the NYSAA or NYSESLAT in lieu of the NYSTP will have a “Yes” in the NYSAA Eligible or NYSESLAT Eligible field, as applicable. All demographic data for the 2010–11 NYSTP Grades 3–8 ELA Assessments are based on the status of students during the test administration period, as reported in SIRS.

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 that a count in a table is inaccurate, select that count to generate its corresponding student detail report to see the list of the students counted. By going through the list, you can check to see which 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 verification report for your district will not include data until 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. Grades 3–8 NYSTP ELA data are due to Level 2

by June 3, 2011. 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 verification reports for their records, as these reports can only be accessed for a limited time using nySTART. Data in the SIRS as of the NYSED reporting deadline (August 5, 2011) will be used to determine 2011–12 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 verification reports that reflect the data as of the August 5, 2011 deadline.

How do I certify?

The superintendent (or charter school principal) is responsible for reviewing the data for accuracy and authorizing the transfer of the data to the Level 2 Repository. Superintendents must certify the accuracy of data by August 9, 2011, using the *2010–11 Statement of Certification of Verification Report(s)* form. Further information about verification and certification can be found in the *SIRS Manual* at http://www.p12.nysed.gov/irs/sirs/ .

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