State Assessment Registration Submission

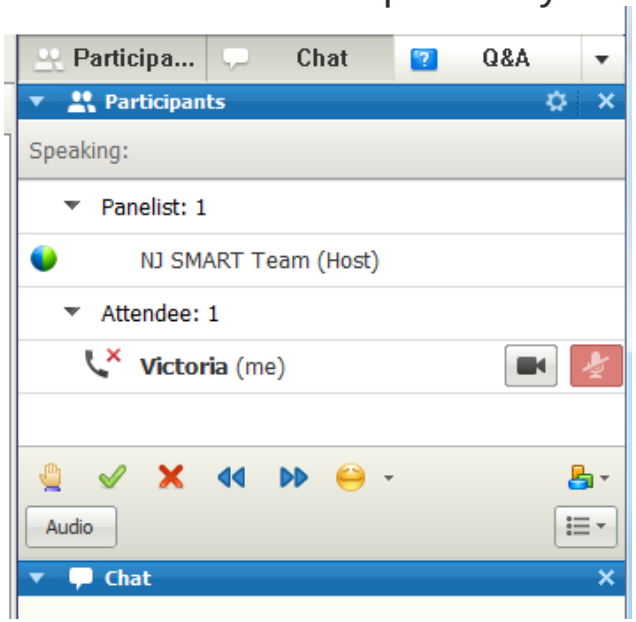
State Assessment Registration Submission 2019-2020 School Year

PCG | Education

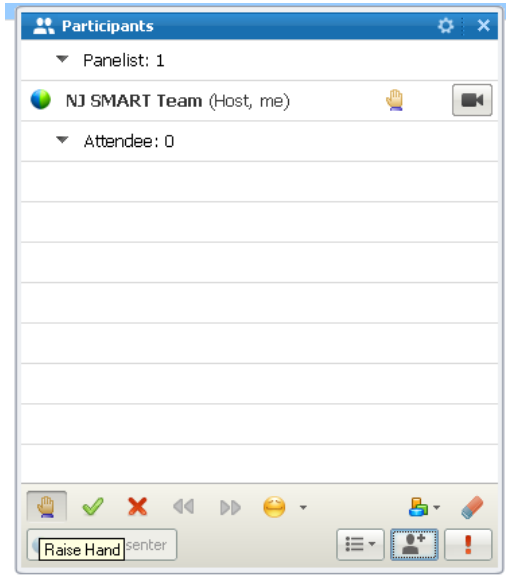
NJ SMART Webinar Etiquette

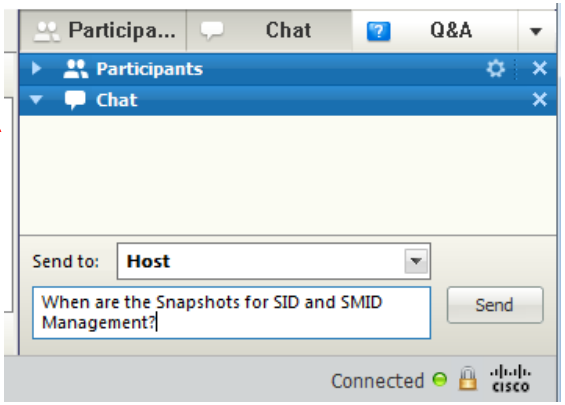
We want to ensure that all attendees connected to the call can easily hear the training and that all questions are answered.

Lines are muted upon entry:



How can I ask a question?





State Assessment Registration Agenda

Introduction	• Find resources to help you get started • Learn important Dates and Deadlines
Interpreting Reporting Responsibilities	• Recognize who needs to be reported
Review of Connected Submissions	• Learn how the State Assessment Registration Submission works in conjunction with SID Management.
State Assessment Registration Submission FAQs	• Review Frequently Asked Questions

Available Resources

NJ SMART Helpdesk

1-800-254-0295
njsmart@pcgus.com

Resources & Trainings

NJ SMART Resources & Trainings

State Assessment Registration Submission

The State Assessment Registration Submission collects data for prepopulating the NJSLA, ACCESS 2.0 and DLM vendor registration systems. Your Submission should include:

- All students in grades 3-11 taking the NJSLA
- All students in grades K-12 taking the ACCESS 2.0 assessment
- All students in grades 3-8 or 11-12 taking the DLM assessments

- By **combining** three assessment registrations into one submission we are able to streamline the State Assessment Registration process and require fewer separate data submissions.
- Fall or Summer NJSLA registration information is **NOT** collected in this Submission. Only Spring information is reported to this submission.

Key Portal Dates and Deadlines

October 18, 2019

- Open: SID Management
- Open: State Assessment Registration Submission
- Open: State Submission
- Open: Special Education Submission
- Open: Performance Reports Submission

December 2, 2019

- Deadline: State Assessment Registration Submission

State Assessment Reg. Recommended Timeline

School Year: 2019 - 2020	Action
October	• Attend a State Assessment Registration Training • Download and review State Assessment Registration Documentation • Update your SID Management (Add New students, correct data issues, inactivate students who have left) • Begin uploading data to the Official State Assessment Registration Submission
November	• Continue to update SID Management with any necessary changes • Continue to upload data to Official State Assessment Registration Submission • Correct Errors and Out-of-Sync records
December	• Certify and Release the Official State Assessment Registration Submission by the deadline

Determining Who To Submit

A Student should appear in the State Assessment Registration Submission if the three following requirements are met.

- Student is Active in your SID Management
- NonPublic field in SID Management is blank
- Student is participating in NJSLA, ACCESS 2.0, or DLM Assessments

Reporting Criteria

- SID Management Criteria:
  - Student must be successfully issued a SID in the All Student Records page
  - Student must be listed in SID Management with an Active status
  - Student must <u>not</u> be in Error, Unresolved, Sync, or Conflict

- Each record submitted to the State Assessment Registration Submission will undergo exact matching with your current SID Management data.

Reporting Responsibilities - Validations

All files uploaded will be cross validated against SID Management **All Student Records** page.

- Any records in error that are uploaded to SID Management for students that are being reported to your State Assessment Registration Submission at any time before or at the 5:00PM State Assessment Registration Submission Deadline will also be considered State Assessment Registration Errors.

- Records captured in Error will still be pulled and provided to the NJDOE.

Reporting New Students

Students that enter your district at any time during the State Assessment Registration Submission who meet the criteria for inclusion in this submission must be:

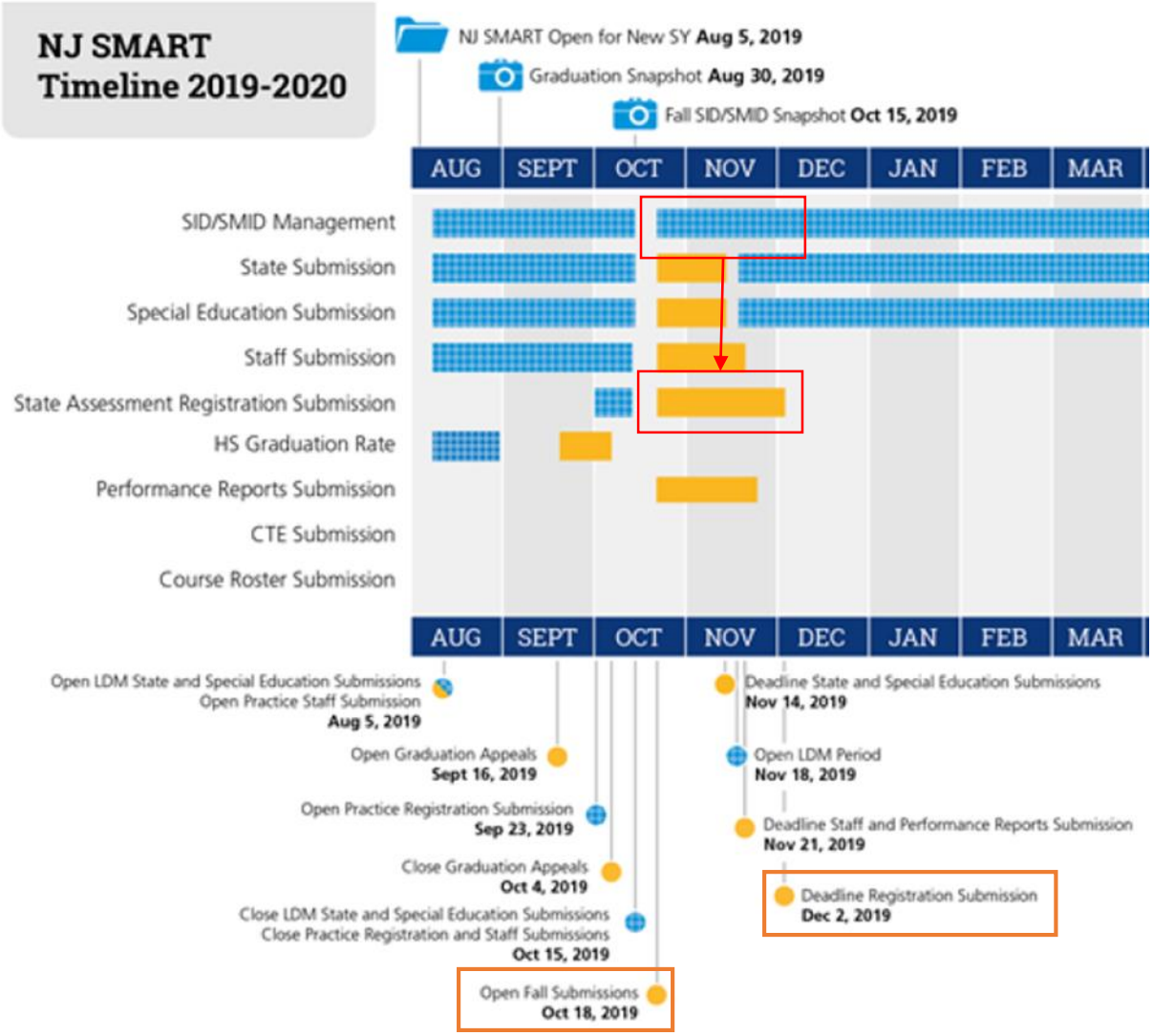
- Submitted to SID Management
  Resolve if record is in Error, Unresolved, Sync, or Conflict

Helpful Tip

- This also includes 12th grade students who enter your district and will be taking the NJSLA, ACCESS 2.0, and/or DLM assessment. 12th grade students not taking an assessment would not be included in this submission.

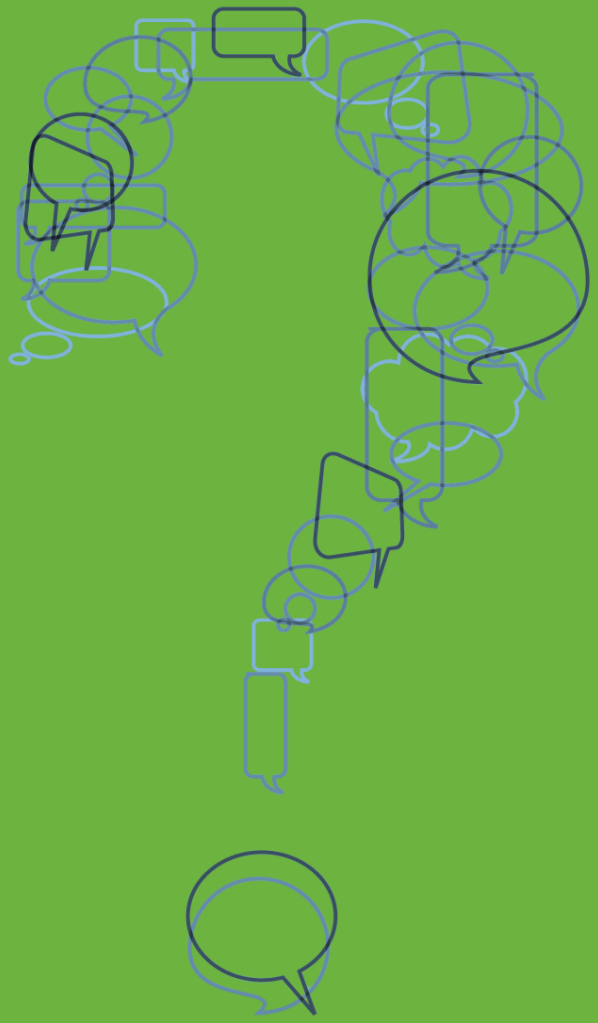
NJ SMART Timeline

NJ SMART 2019-2020 Timeline



Questions?

Any questions on what we have reviewed thus far?



Getting Started

It is **mandatory** for all districts to download the State Assessment Registration Submission Data Handbook for full review of submission data elements, definitions, validation rules, additional notes, and common errors.

Updates for the 2019-2020 School Year:

- Added new data element HomeLanguage.
- New acceptable value for X= Non-Binary/Undesignated added for the data element of Gender.
- The validations for Grade Level have been updated to allow Grade Level= 12 for DLM assessments.
- The acceptable value of ELA11 was removed from Test Code.
- Updated data element Special Education Placement to disaggregate students with disabilities aged five.

NJ SMART Account Access

Why am I unable to see the State Assessment Registration Submission?

- Users must have State Assessment Registration access permissions
- Contact your district's Homeroom Administrator to request access

LEA Reporting Responsibilities

Which district should report a student to the State Assessment Registration Submission?

- The district responsible for reporting a student to SID Management is responsible for reporting the student to the State Assessment Registration Submission
- Submitting districts will be responsible for obtaining the information necessary for registration from the testing location.

Student Reporting Responsibilities

How do we report data for students who are testing in both ELA and Math?

- All students that are being reported for the State Assessment Registration Submission should have **two records**:
  - One for the ELA assessment
  - One for the Math assessment

- There are a few exceptions to this rule as noted below:
  - **PK-2:** Can have just one record in the Submission if they are only taking one assessment.
  - **9-12:** Can have just one record in the Submission If for example they are taking a math course which is not NJSLA-aligned

Student Reporting Responsibilities

Do we need to report students that are not testing? Why do I see these students in Out-of-Sync?

- No, students not taking a NJSLA, ACCESS 2.0 or DLM assessment are excluded from this submission

- Out-of-Sync indicates active students in grades 3-12 whom have not been uploaded to the state Assessment Registration Submission
  - Unlike other Submissions, Out-of-Sync records do not always indicate a problem
  - Out-of-Sync records do not count against your district and will not prevent you from certifying your data
  - **If students are testing and appear Out-of-Sync:** Complete a file upload with each assessment record

Identifying Elements

Why am I receiving a combination error?

- Local Identification Number (LID)
- State Identification Number (SID)
- First Name
- Last Name
- Date of Birth

- These elements should already be established for the student in SID Management

- These elements will cross validate between SID Management and the State Assessment Registration Submission. When in error, check all five fields against **SID Management All Student Records** to make sure all five elements match.

- The SID Management Record has to be free of Error, Unresolved, Sync, and Conflict when validating.

Cross Validation Rule

When submitting a student to the State Assessment Registration Submission, values for the following data elements must match exactly as they are submitted to SID Management, or an error will occur: Local ID, State ID, First Name, Last Name, and Date of Birth.

Errors: 13

DATA ELEMENT	ERROR DESCRIPTION
Ethnicity	Field does not match to value reported to SID Management.
Gender	Field does not match to value reported to SID Management.
GradeLevel	Field must match student's Grade Level in current SID Management.
RaceAmericanIndian	Field must match student's race in current SID Management.
RaceAsian	Field must match student's race in current SID Management.
RaceBlack	Field must match student's race in current SID Management.
RacePacific	Field must match student's race in current SID Management.
RaceWhite	Field must match student's race in current SID Management.
StateAssessmentAccountableSchool	Combination of District and School Code is not valid.
StateAssessmentTestingSiteSchool	Combination of District and School Code is not valid.
StateAssessmentTestingSiteSchool	The testing site school submitted does not offer the Grade Level submitted for this student in SID Management.
StateIdentificationNumber	Combination of Local ID, State ID, First Name, Last Name, and Date of Birth does not match data submitted during SID Management, or SID Management record is in error.
StateIdentificationNumber	Number is not a valid issued SID.

Cancel Edit

State

State Name Abbreviation	State Assessment Testing Site District	State Assessment Testing Site School
NJ	000000	000

State Assessment Accountable District	State Assessment Accountable School	State Identification Number
000000	000	1234567890

Although only the SID number will be highlighted in State Assessment Registration as an error, all five fields should be cross validated against the values submitted to SID Management

Ethnicity

Why am I receiving an error for a DLM student who has Ethnicity set to "Y", but all race codes set to "N"?

- The DLM vendor requires at least once race code to be marked as "Y"
- If there is no race code that fits best, please report "Y" for Race White
  - As long as Ethnicity is "Y", the student will reflect in the Hispanic subgroup

Staff Member Assigned

Will Staff Member Assigned affect mSGP?

- No, this field has no bearing on mSGPs. It is used for reporting test results at the LEA level

- mSGP data is based on the **End of Year Course Roster Submission**, where the student-teacher link is made

Certify/Certify with Errors

Certify	Certify with Errors
Enabled for districts that have uploaded and corrected all errors in the NJ SMART Portal.	Enabled for districts that have uploaded and only remaining errors are due to records being in Conflict Claiming status in SID Management. **All other errors must be resolved.**

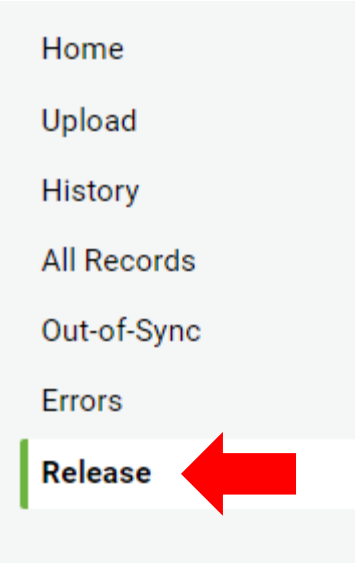
For the 2019-2020 State Assessment Registration Submission, Certify and Certify with Errors will be enabled even if there are records in the Out-of-Sync records page.

Out-of-Sync records indicate an active student in SID Management in grade levels 3-12 or ELL students in grades K-2 that was not reported to the State Assessment Registration Submission.

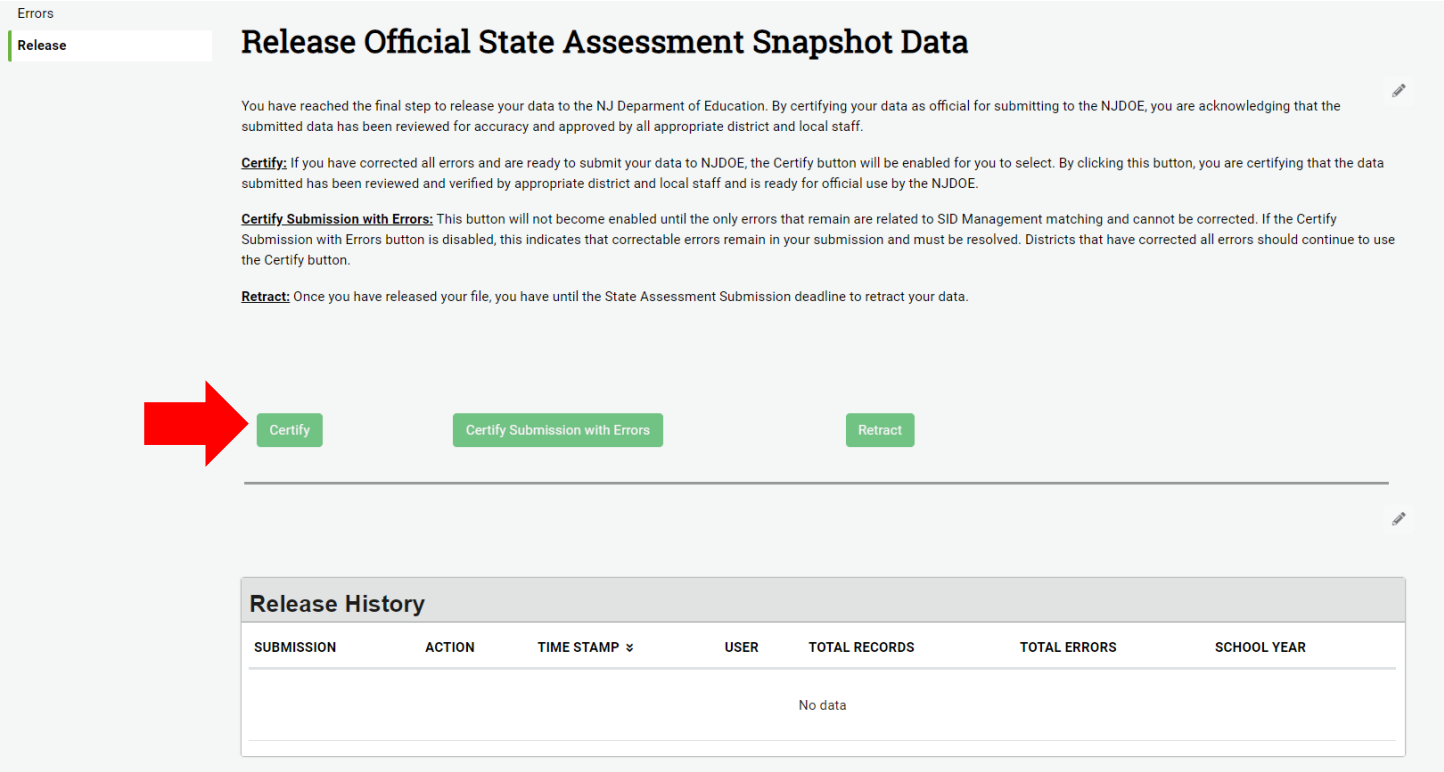
Records in Conflict Claiming in SID Management will still allow the LEA to Certify with Errors. No other error (including combination errors due to records in Error in SID Management) will allow for the enabling of the Certify with Errors button.

Certify/Certify with Errors (Cont.)

Step 1



Step 2



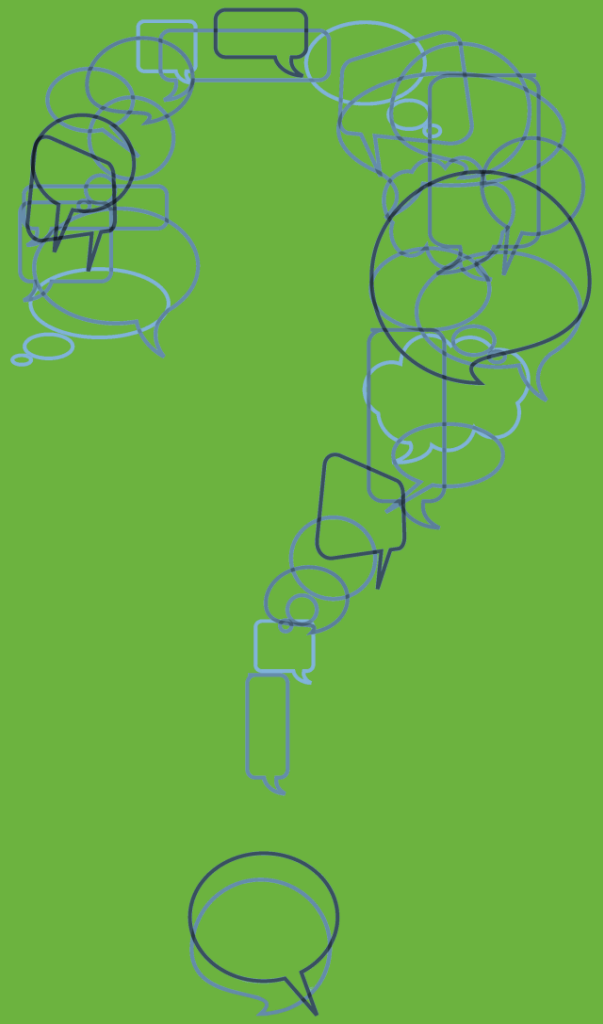
Once the Submission is Closed

After the December 2nd deadline, LEAs will be able to manage a student record within the assessment vendors' websites directly once the data has been loaded into the vendor sites by the NJDOE.

Caution: Data uploaded or updated directly through the vendor sites will NOT undergo the same level of validation as it did when uploaded through NJ SMART.

Questions?

Any remaining questions before we adjourn the meeting?



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Resources & Trainings

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PUBLIC CONSULTING GROUP

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