

Spring 2014 Colorado Measures of Academic Success (CMAS) and Colorado Alternate Assessment (CoAlt): Science and Social Studies Data Supplement

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About this Document

The purpose of this document is to provide an overview of the data collection activities for the Colorado Measures of Academic Success (CMAS) and Colorado Alternate Assessment (CoAlt): Science and Social Studies Assessment Programs. The document provides a general overview of these processes along with accompanying procedures. The document references other Assessment Unit and Vendor manuals where appropriate. For example, this document provides a brief overview of the Student Biographical Data (SBD) Review process. Detailed “how-to” instructions for SBD are located in the Assessment Unit Data Pipeline Manual. The current manual is posted on the Assessment Unit Assessment Trainings web page (<http://www.cde.state.co.us/assessment/trainings>). Also note that this document only refers to the CMAS/CoAlt: Science and Social Studies Assessment programs. For convenience, CMAS will be used to refer to the CMAS: Science and Social Studies assessment and CoAlt will be used to refer to the CoAlt: Science and Social Studies assessment throughout this document.

Definitions

PearsonAccess is the website used for the registration, setup, preparation, and management of both CMAS and CoAlt. PearsonAccess requires usernames and passwords to be set up. More information about setup and operation of computer-based testing is available in the *PearsonAccess User Guide* located at <http://www.pearsonaccess.com/co> > Support > Resources > Reference Guides.

Student Data Upload (SDU) refers to both the process of getting data into PearsonAccess and the file layout.

Test Session in PearsonAccess is a virtual data grouping of students who are grouped together within PearsonAccess for test management purposes. Each PearsonAccess test session consists of one grade level and one content area. Students must be placed in a scheduled PearsonAccess test session before they can log in to a test.

Section 1: Reviewing Organizations in PearsonAccess

This section covers the steps, processes and procedures involved in checking district and school information in PearsonAccess.

Colorado Organizations within PearsonAccess

For each test administration, CDE provides Pearson with an organization (ORG) file containing official district names/codes and school names/codes. PearsonAccess uses this list to establish a permissions-based organizational hierarchy that restricts users from viewing or accessing data that is not associated with their organization and with their role within the organization. For example, if a user is assigned a school level permission, they will only be allowed to see student information associated with that school. The organization file is also used to cross check any student information that is added to PearsonAccess to assure that a student can be associated with a known organization. **District Assessment Coordinators (DACs) should contact the Assessment Unit if they discover that an organization in their district has not been uploaded to Pearson Access.**

PearsonAccess uses two sets of district and school codes (Testing and Reporting):

- Testing: Testing District and Testing School are used to identify where testing occurs. The testing location will be the location at which the student takes the test.
- Reporting: Reporting District and Reporting School are used to identify where the vendor will send reports and how Assessment and Accountability will attribute scores in reports.

For most students, testing site codes will be the same as reporting site codes. However, there are situations when this is not the case. For example, some Board of Cooperative Educational Services (BOCES) may serve only as testing sites for students. See the following appendices for information on setting up PearsonAccess.

- Appendix A: BOCES and Out of District Testing Sites
- Appendix B: Testing at District Run Programs
- Appendix C: Eligible Facilities and Division of Youth
- Appendix D: Home School Students

Section 2: Preparing Student Data for Assessment Administration

This section covers the steps, processes and procedures involved in the preparation of student data for assessment administration.

Student Demographic Upload (SDU) Upload

The CMAS/CoAlt: Science and Social Studies assessment program uses a SDU upload process for creating/storing student demographic data in Pearson's database, ordering/assigning test forms, gathering student accommodation information, and assigning students to test groups. A single file layout is used for both CMAS and CoAlt. For more detailed information about the file layout, see: Section 4: Data Elements of the SDU File Layout (page 13).

- The SDU file layout and SDU Template can be found online at the following locations:
 - PearsonAccess: <http://www.pearsonaccess.com/co> > Support > Templates
 - Assessment Unit Website: CMAS: Science and Social Studies Main Page

Pre-ID SDU Upload

For the spring administration, CDE will do an initial Pre-ID SDU upload to PearsonAccess from data that districts have submitted into Data Pipeline's Student Interchange.

DACs will receive a reminder email at least two weeks prior to when CDE extracts the data from Data Pipeline. During these two weeks, the Assessment Unit will provide support to districts as they update their files. For more information and step-by-step instructions for the Pre-ID process, see the current Assessment Unit Data Pipeline Manual posted on the Assessment Unit Assessment Trainings web page (<http://www.cde.state.co.us/assessment/trainings>).

PearsonAccess

After CDE uploads data to PearsonAccess, districts manage their student data directly. At any time during the assessment window, districts can update student demographic information. PearsonAccess is the source data for CMAS and CoAlt demographic data.

Updating Student Enrollments in PearsonAccess

This segment provides information about changing student data within the Student Data tab in PearsonAccess prior to registering a student to a test session. The two main sections of the Student Data tab are:

- Send Student Data: In this window, SDU files are uploaded and the status of an upload is monitored.
- Student Data Information: In this window,
 - core student data can be viewed and edited within PearsonAccess, and
 - organizational enrollments can be updated.

The following activities can occur before a student has been registered for a test session:

1. Adding New Student(s) Enrollments to Pearson Access
2. Editing Student Enrollment Data

3. Deleting Student Enrollment Data
4. Moving a Student's Enrollment Data between Organizations
5. Managing Students who dis-enroll from Colorado School District(s)

1. *Adding New Student Enrollments to PearsonAccess*

New students may be added to PearsonAccess individually or with multiple students:

- Adding an individual student within the PearsonAccess interface: See the “Adding a New Student using the New Student Wizard” section in the PearsonAccess User Guide.
- Uploading single or multiple students through the Student Data Upload Process: Submit a SDU file on the Send Student Data tab within PearsonAccess. For more information, see the “Sending Student Data” section in the PearsonAccess User Guide or “Registration File and SDU Directions” posted in the following location:
<http://www.pearsonaccess.com/co> > Support > Templates.
 - Helpful hint: Districts can pull down a Registration file from PearsonAccess. Once existing student records are removed, this file can provide a template for the format needed to upload additional students.

2. *Editing Student Demographic Data*

Districts will need to edit/update all of the student records uploaded by CDE to PearsonAccess to place orders, to assign students to a test, and to ensure that accommodation data is included in the score file.

Districts have two options for updating the student demographic information in PearsonAccess:

- Edit data for an Individual Student within the PearsonAccess interface:
 - To edit core student data: See “Editing Student Details” in the PearsonAccess User Guide.
 - To edit demographic data: See “Editing a Registered Student’s Demographics” in the PearsonAccess User Guide.
- Edit data for single or multiple students through the Student Data Upload Process: Request a Registration File containing student data currently in PearsonAccess. See “Requesting a Registration File” in the PearsonAccess User Guide. This file can be edited locally and re-uploaded as an SDU file to PearsonAccess.

3. *Moving Student Enrollment Data between Organizations*

There are several situations in which student enrollment records may need to be moved from one organization to another organization within PearsonAccess. It is easiest to make these changes before a student has been registered for a test session.

If the student has been registered for a test session in another district.

- **Adding the student within PearsonAccess**: The new district will receive the message in Figure 1. After confirming with the DAC at the former district that the student has been dis-enrolled from their district, the new district should select “yes – create the new student record” and keep a list of students falling into this condition. This list should contain the information within the table in Figure 1. Before the testing window opens, districts should contact Pearson with the list of all students

that fall into this condition to have the duplicate student record removed from the old district(s).

Figure 1: PearsonAccess warning Message: Students Already in System

SASID	Name	School	Gender	Date of Birth
	PIE, PIE	SAMPLE D2 SCHOOL	F	03/06/2014

If a student listed above is the same student you are creating, contact the appropriate administrator to enroll this student in your school.

Creating the same student will require you to merge the student records in the future.

Continue with the creation of a new student?

Yes - Create Student No - Back to Student Entry Form

- **Adding new student(s) using an SDU:** If the student has been assigned to a test session in another district, the new district will not be able to add the student to their district records. PearsonAccess will show the following error message for the record: *Student was already assigned to take the Test Grade 8 Science for the following Class XXXXXX that is part of the following Organization XXXXXXXX – School Name.* To clear this error, districts should contact the old district to confirm the enrollment change and then contact Pearson to have the student record moved to the new district.

4. Deleting Student Enrollment Data

If a student has moved between schools within a district student enrollment records should not be deleted from PearsonAccess. In most cases, student records will not need to be removed from PearsonAccess but moved from one school to another school (see the previous section: Moving Student Enrollment Data between Organizations for more information).

A district should only delete a student if the student has officially dis-enrolled from their school district **and** the student has not started a test. To delete a student that has been registered to a test but not started the test, the student must be:

- a) Removed from the test registration (See “Register Students – Managing by Student - Removing a Student from a Test” in the PearsonAccess User Guide), and
- b) Removed from their current school group (See “Removing Students from a Group” in the PearsonAccess User Guide).

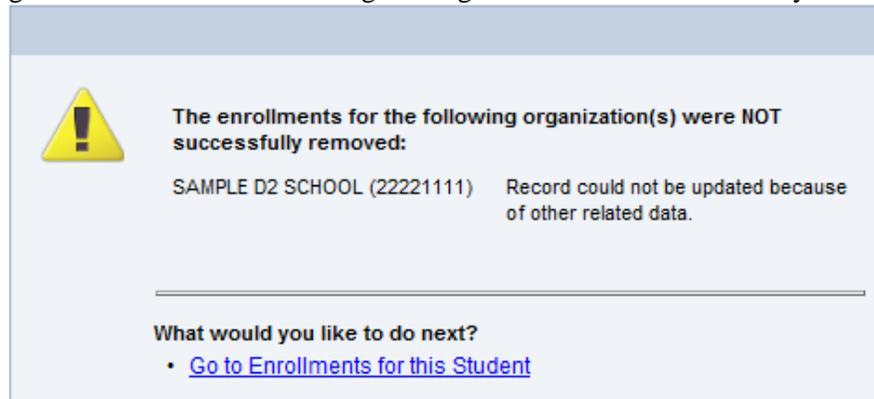
If a student has started testing, districts should not remove the student record.

- **If the student has moved to another district during the testing window:** The new district should send an email to the Pearson helpdesk (cohhelp@support.pearson.com) showing that DACs from the new and old districts agree to the enrollment change. Pearson will facilitate changes to PearsonAccess.
- **If a student is not moved to a new district:** When the testing window closes, the student should be marked with invalidation code 03 = Withdrew Before Completion, and their test should be marked as complete.

Reassigning a student to a new Colorado school within your district or a new Colorado School District:

- **New Colorado School within Your District:** See “Moving a Student Enrollment to Another Organization” in the PearsonAccess User Guide. Please note that you may receive the error message below if you attempt to remove a registration from a school before performing the steps under Deleting Student Enrollment Data, above.

Figure 2: PearsonAccess warning Message: Students Not Successfully Moved



Registering Students and Creating PearsonAccess Test Session(s)

Students need to be registered for a test before they can be added to an online test session where the test can be administered. In PearsonAccess, students can be registered for a test individually within the PearsonAccess interface or in batches using the SDU file. In both cases, students must be assigned to groups that will take the assessment at the same time. In CDE’s initial SDU upload, all students will be assigned to one large “DEFAULT GROUP” that if left unchanged will put all students in one group per grade.

Districts may choose to update “DEFAULT GROUP” to match existing class, period or roster groups to simplify test session creation and tracking. The default group should be updated before test sessions are built. Once students are in test sessions, they must be manually removed from the test session before the Default Group name can be updated.

1. Registering an Individual Student to a Test Session

Individual students can be moved to test sessions. See “Register Students – Managing by Student” in the PearsonAccess User Guide.

2. Registering Multiple Students to Test Session(s)

If districts want to update test assignments using the SDU file, the steps are outlined in “Registration File and SDU Directions” posted in the following location:

<http://www.pearsonaccess.com/co> > Support > Templates.

Check the number of records in the original file against the number of records in your final file.

- If you have not added or removed students the number of records in the original file should equal the number of records in your final file.
- If you added students, the total students uploaded should equal the number of students downloaded plus the number of new students.
- If you have removed students, the total students uploaded should equal the number of students downloaded minus the number of removed students.
- If you have both added and removed students, the total number of students uploaded should equal the number of students downloaded minus the number of students removed plus the number of students added.

Keep in mind that these steps need to be performed for any update to the Group Name field using an SDU. Districts should be careful when updating a subset of the SDU because any record flagged with “D” will be removed from PearsonAccess. It is recommended that only records needing to be updated should be included in any SDU upload using the Delete Field.

Once all students are registered for the appropriate test and grouped appropriately, they will need to be added to online test sessions. See “Creating a New Test Session” in the PearsonAccess User Guide.

Assigning Students to the Online Accommodated Form

Students using the accommodated online form need to be assigned to that form during test session creation. Online special forms are not assigned via the SDU. For instructions, see

- Appendix B: Spring 2014 PearsonAccess Quick Reference Guides, section “Assigning Online Special Forms within PearsonAccess” in the CMAS/CoAlt: Science and Social Studies Procedures Manual, or
- Assigning Online Accommodated Forms Directions” posted in the following location: <http://www.pearsonaccess.com/co> > Support > Templates.

See Table 1 for a quick reference on the selection choices.

Updating Student Data after Test Registrations and Session Assignment in PearsonAccess.

If a student’s enrollment in an organization needs to be changed after a student has been registered for a test session, the student must be manually removed from the test session before the enrollment is changed. To manually remove a student from a test registration, see “Changing a Student’s Assigned Group and Test” in the PearsonAccess User Guide.

Moving a student to a new organization after one section has been completed

This segment covers how to move a student between organizations after the student has completed at least one test section.

Starting a test session in District A/School A and completing a test session in District A/School B.

This move can be done by a district user that has access to student data at both school sites within District A. Most likely, this will be someone with the DAC or district level Student Enrollment PearsonAccess user roles. To complete the steps below, the user will need active access to both organizations. To move a student:

1. To an Existing Test Session in School B:

See “Moving Students from a Group” in the PearsonAccess User Guide.

2. To a New Test Session in School B:

First the new group must be created in school B and then the student can be placed in the new group. First, see “Adding a new Group” and then “Moving Students from a Group” in the PearsonAccess User Guide.

Starting a test session in District A/School A and completing a test session in District B/School B.

This move can only be done by Pearson or CDE because districts only have permissions to view students enrolled in their districts. It is important that districts try to move a student who has started testing in one district and moves to another district so that the student can receive a valid score. Whenever possible, District B should complete the following steps.

1. Move Student(s) to an Existing Test Session in District B/school B:

- Provide Pearson with an email that:
 - shows that the DACs in both districts are aware of the change in student enrollment,
 - includes the Pearson ID for student(s) needing enrollment change, and
 - includes the name of the test session in District B/School B.

2. Move Student(s) To a New Test Session in District B/school B:

- District B must create a new test session in school B.
- Provide Pearson with an email that:
 - shows that the DACs in both districts are aware of the change in student enrollment,
 - includes the Pearson ID for student(s) needing enrollment change, and
 - includes the name of the test session in District B/School B.

Ordering Accommodated Forms and Oral Scripts

Districts place orders for CoAlt materials, CMAS paper assessment forms (e.g., large print) and oral scripts (e.g., English or Spanish Oral Script) directly in PearsonAccess. The DAC and Student Enrollment user roles have permissions to edit student data. Orders placed during the regular ordering window are done via the SDU. Table 1 provides an overview of what needs to be ordered via the SDU and accommodations and special forms assigned during test registration.

Table 1: Ordering and Assigning Accommodated Forms in PearsonAccess

Accessibility Features and Accommodations Requiring Ordering and/or Online Form Assignment	Order through either Student Data Upload or Student-by-Student	Online Form Assignment
Form: Text-to-speech		X
Form: Color contrast		X
Form: Color contrast with text-to-speech		X
Form: Oral script with Oral script for online form (English, Spanish)	X	X
Accommodated paper form	X	
Paper form: Braille	X	
Paper form: Paper large print	X	
Oral script for paper form (English, Spanish)	X	

ORDERS NEED TO BE PLACED BY THE END OF DAY: 03/14/2014. If a student moves into the district after this date, schools can use the additional order processes. See “Ordering Additional materials” in the PearsonAccess User Guide.

CoAlt Materials

CoAlt materials are automatically ordered for any student with “A” entered in the “Admin Code” field in the SDU file or entered manually into PearsonAccess.

CMAS Materials

CMAS Paper Assessment Forms

The data from the SDU file is used to derive the orders. Districts can input order information for individual students or for multiple students at a time:

- Individual Student:
 - For students already in PearsonAccess: See “Selecting Accommodated Forms” in the PearsonAccess User Guide.
 - For new students: See “Adding a New Student” section in the PearsonAccess User Guide.
- Multiple Student(s) using an SDU file:
 - For students already in PearsonAccess:

1. Request a Registration File. See the “Requesting a Registration File” section of the PearsonAccess User Guide or “Registration File and SDU Directions” posted in the following location:
<http://www.pearsonaccess.com/co> > Support > Templates.
2. Update the CMAS: Accommodations-before testing section in the Registration File. See the Editing Student Demographic Data (page 4) of this manual.
3. Upload the new file to PearsonAccess.
 - For new students: Add the information while adding the new record to PearsonAccess add the accommodation information. See the Adding New Student Enrollments to PearsonAccess (page 4) section of this manual.

Pre-Coded Labels for CMAS (Paper Accommodated Form ONLY)

Pre-Coded labels will be provided for students who were identified for any of the CMAS: Science and Social Studies paper forms (e.g., Regular Paper Accommodated form and Large Print). The demographic information on a CMAS/CoAlt: Science and Social Studies label is limited to data fields that are used to match the student record back to the full source record in PearsonAccess.

If the following information is **accurate**, affix the barcode label *precisely* within the designated area on the test booklet:

- Student First Name
- Student Last Name
- Student Middle Initial
- Grade
- Date of Birth
- State Student ID Number (SASID)
- Gender

Do not use the Pre-id label if any of the above listed information is inaccurate. Instead, fill in all sections of the student data grid.

Table 2 provides guidance on how to fill in the information on the student test book. For all students, the accommodations and test invalidation sections should be completed directly on the test book. When the test book is scanned, this information will be matched and merged with the existing student record in PearsonAccess. If the data on the test book conflicts with the information in PearsonAccess, the following rules will be applied:

- Conflicts involving Last Name, First Name, Middle Initial, Date of Birth, SASID and Gender: districts will receive an alert and should make the fix in PearsonAccess.
- Conflicts involving Accommodations and Test Invalidations: test book data overwrites PearsonAccess data.

Table 2: Providing Student Information on the CMAS: Science or Social Studies Paper Form

Field	Accurate label	Inaccurate Label/No Label
Last Name	Leave Blank	Bubble Information
First Name	Leave Blank	Bubble Information
Middle Initial	Leave Blank	Bubble Information
Date of Birth	Leave Blank	Bubble Information
SASID	Leave Blank	Bubble Information
Gender	Leave Blank	Bubble Information
Oral Script	Bubble Information (only if used during test administration.)	
Test Form Used*	Bubble Information	
Accommodations	Bubble all that apply	
Test Invalidation	Bubble Information	

*Directions for completing Test Form Used Section: No Accommodation Needed is only used for students that have prior approval from CDE to use this non-accommodated form in place of online testing.

1. Pre-coded Label Errors

- If a pre-id label has already been affixed to a test book and the label has been determined to be inaccurate, **use two blank labels to place OVER** the existing pre-id label and bubble information on the student data grid. Blank labels are sent specifically for this use.
- If the wrong label is inadvertently placed on a test book, a student (who has a correct barcode label) may still use this test book. Simply place one blank label **OVER** the inaccurate label and then affix that student's correct pre-id label **OVER** the blank label.
- If there is no pre-id label for a student, bubble information on the student data grid and **leave the pre-id area blank.**

Section 3: Verifying Student Demographic Data after Assessment Administration

This section addresses the process by which districts can verify the accuracy of their student biographical data after assessment administration.

Student Biographical Data Review

The purpose of the CMAS: Science and Social Studies Student Biographical Data (SBD) review is to allow districts the opportunity to verify the accuracy of the demographic data submitted for each student in PearsonAccess that has Reporting District coded to their district. The review process takes place in CDE's Data Pipeline System after the assessment window closes and before final results are made available.

The SBD review is not a mandatory process. Districts may choose to participate or to not participate in the SBD process. State and Federal accountability reporting (including school and district performance framework ratings, Title III AMAOs, and priority and focus school designations) rely on accurate demographic and test score data. Therefore, the impact of the SBD review of demographic data on accountability reporting is profound. Districts should be aware that performance framework requests for reconsideration or AMAO appeals will only be considered for districts that participate and approve their data in the SBD process.

Detailed information about SBD can be found at the following locations:

- Processes and procedures are available in the SBD Manual posted on the Assessment Unit Trainings website (<http://www.cde.state.co.us/assessment/trainings>).
 - Note: The SBD manual is updated every January.
- File Layouts can be found on the Data Pipeline Website (<http://www.cde.state.co.us/datapipeline/cmascoaltsociessocialstudiessbd>).
 - Note: Layouts are updated in the fall.

Section 4: Data Elements of the SDU File Layout

This section provides information for all of the data fields included in the SDU file layout.

SDU Layout/Data Elements

Where appropriate, this document provides links to source documents for full information. For example, CDE's official Gifted and Talented definition is found in the Student Interchange – School Association File Layout document. Cross-referencing source documents is done to keep definitions consistent across collections and to reduce any error that may occur in reproducing information in this document. Full explanations/definitions are provided for fields that are unique to the CMAS: Science and Social Studies SDU file.

This section is organized into the same sections found in the more technical SDU File Layout document posted on the following websites:

- Assessment Unit Website: <http://www.cde.state.co.us/assessment/cmascoaltsdu>.
- Pearson Website: <http://www.pearsonaccess.com/co> > Support > Resources > Templates.

Note: The DAC and Student Enrollment user roles have permissions to edit student data.

District and School Data

Field Name	Definition	Comment	PearsonAccess Required Field*	Included in	
				Pre-ID Extract	SBD
Testing District Code	Test Site District Code	Used in PearsonAccess to assign student to districts.	✓	✓	✓
Testing School Code	Test Site School Code	Used in PearsonAccess to assign student to school.	✓	✓	✓
Testing District Name	Test Site District Name			✓	✓
Testing School Name	Test Site School Name			✓	✓
Reporting District Code**	District Code where student reports will be sent and scores will be attributed.	Used in SBD to assign students to districts.		✓	✓
Reporting School Code**	School Code where student reports will be sent and scores will be attributed.			✓	✓
Reporting District Name**	District Name where student reports will be sent and scores will be attributed.				
Reporting School Name**	School Name where student reports will be sent and scores will be attributed.				

*PearsonAccess Required Field: Field that is necessary for PearsonAccess to assign a student to testing and to identify unique student records. All fields in the SDU file should have valid values entered before PearsonAccess closes at the end of the assessment window.

**For most students, the Reporting District Code, Reporting School Code, Reporting District Name and Reporting School Name will be the same as the Testing District Code, Testing School Code, Testing District Name, and Testing School Name.

Student Identifying Data

Field Name	Definition	Comment	PearsonAccess Required Field*	Included in	
				Pre-ID Extract	SBD
SASID	Student's State ID	Should match student information in RITS*		✓	✓
Local Student ID (LASID)	Student's Local ID	Optional Field		✓	✓
Student Last Name	Student's Legal Last Name	Should match student information in RITS*	✓	✓	✓
Student First Name	Student's Legal First Name		✓	✓	✓
Student Middle Name	Student's Legal Middle Name			✓	✓
Date of Birth	Student's Birth Date		✓	✓	✓
Gender	Student's Gender		✓	✓	✓

*PearsonAccess Required Field: Field that is necessary for PearsonAccess to assign a student to testing and to identify unique student records. All fields in the SDU file should have valid values entered before PearsonAccess closes at the end of the assessment window.

**RITS is CDE's Record Integration Tracking System.

Student Demographic File

Notes:

- All of the data in this section follow the definitions and specifications in CDE’s Student Interchange Student Demographic File.
- Demographics should reflect a student’s status during the assessment window. For example, a student who is categorized as Limited English Proficient (LEP) during the testing window who is reclassified as Fluent English Proficient (FEP) during the Student Biographical Data (SBD) review is considered LEP for the CMAS: Science and Social Studies data collection.

Field Name	Definition	PearsonAccess Required Field*	Included in Pre-ID Extract	SBD
Grade	See current Student Interchange File Layout and Definitions- Student Demographics File layout (http://www.cde.state.co.us/datapipeline/student-demographics-file-layout-and-definitions)	✓	✓	✓
Hispanic or Latino			✓	✓
American Indian or Alaskan Native			✓	✓
Asian			✓	✓
Black or African American			✓	✓
White			✓	✓
Native Hawaiian or Other Pacific Islander			✓	✓
Federal Race/Ethnicity Reporting			✓	✓
Free/Reduced Lunch Eligible			✓	✓
504 Plan			✓	✓
Migrant			✓	✓
Immigrant			✓	✓
Language Background			✓	✓
Primary Disability			✓	✓
Homeless			✓	✓
Language Proficiency			✓	✓
Bilingual			✓	✓
ESL			✓	✓

*PearsonAccess Required Field: Field that is necessary for PearsonAccess to assign a student to testing and identify unique student records. All fields in the SDU file should have valid values entered before PearsonAccess closes at the end of the assessment window.

Student School Association File

Notes:

- All of the data in this section follows the definitions and specifications in CDE’s Student Interchange, Student School Association File.
- Demographics should reflect a student’s status during the assessment window. For example, Expelled Status should reflect the student’s status during the assessment window.

Field Name	Definition	PearsonAccess Required Field*	Included in Pre-ID Extract	SBD
Colorado Continuously	See current Student Interchange File Layout and Definitions- Student School Association File layout (http://www.cde.state.co.us/datapipeline/student-demographics-file-layout-and-definitions)		✓	✓
Continuous in District			✓	✓
Continuous in School			✓	✓
Date Most Recently Enrolled in US			✓	✓
Expelled			✓	✓
Gifted/Talented			✓	✓
IEP			✓	✓
Title 1			✓	✓
October New to School			✓	✓

*PearsonAccess Required Field: Field that is necessary for PearsonAccess to assign a student to testing and identify unique student records. All fields in the SDU file should have valid values entered before PearsonAccess closes at the end of the assessment window.

Administration

Field Name	Definition	Comment	PearsonAccess Required Field*	Included in	
				Pre-ID Extract	SBD
Administration Code	Identifies if the student is taking the CMAS or CoAlt assessment.	CDE uses the field Alternate Assessment Participant in the Student Interchange, Student Demographic File to identify CoAlt records.	✓	✓	✓
Content Area	Identifies if the record is for a science or social studies assessment.	For grades 4, 7 PearsonAccess will default to Social Studies. For grades 5 and 8, PearsonAccess will default to Science.			✓
Group Name	The test group assignment for the student.	Defaults to 'DEFAULT GROUP' if blank. Set this field to “D” and upload an SDU to set test groups. See Registering Students and Creating PearsonAccess Test Session(s) (page 6) of this manual for more information.			
Invalidation Codes	Reasons a student assessment should not be scored.	See Section 5: Invalidating a Test (page 23) for more information.			✓

*PearsonAccess Required Field: Field that is necessary for PearsonAccess to assign a student to testing and to identify unique student records. All fields in the SDU file should have valid values entered before PearsonAccess closes at the end of the assessment window.

CMAS Accommodations – Before Testing

This section is only used for students taking the CMAS: Science and Social Studies Assessment.

The fields in this section are used to order materials during the standard ordering window. The SDU file will populate the orders submitted to PearsonAccess. Within PearsonAccess, there is an order summary table that Districts can use to view the total number of materials ordered by category. Updates to this summary table must be made to the SDU.

Field Name	Definition	Comment	PearsonAccess Required Field*	Included in Pre-ID Extract	SBD
CMAS Accommodations - Before Testing	Indication of the test form that the student will use for testing.(e.g. Large Print)	See the CMAS: Science and Social Studies Accommodations Supplement for more information on how to select the appropriate test form.			
Oral Script	Optional field used to order Oral Scripts.	See the Accommodations See the CMAS: Science and Social Studies Accommodations Supplement more information when to use an oral script.			

*PearsonAccess Required Field: Field that is necessary for PearsonAccess to assign a student to testing and to identify unique student records. All fields in the SDU file should have valid values entered before PearsonAccess closes at the end of the assessment window.

CMAS Accommodations

This section is only used for students taking the CMAS: Science and Social Studies Assessment. This section is used to indicate the CMAS accommodations on the student’s IEP, 504 or EL plan. These fields will not assign the student to the correct online test form (Please see “Assigning Students to the Online Accommodated Form” on page 7 of this manual for more information.)

Field Name	Definition	Comment	PearsonAccess Required Field*	Included in Pre-ID Extract	SBD
Text To Speech	See the CMAS: Science and Social Studies Accommodations Supplement for definitions.	See the CMAS: Science and Social Studies Accommodations Supplement for more information on when to use these accommodations.			
Contrast Settings					
Spanish Audio					
Extended Time					
Human Scribe					
Low Vision Devices					
Multiple Breaks					
Student Spoken Response - Native Language (spoken)					
Student Written Reponses – Other					
Student Written Reponses – Spanish					

*PearsonAccess Required Field: Field that is necessary for PearsonAccess to assign a student to testing and identify unique student records. All fields in the SDU file should have valid values entered before PearsonAccess closes at the end of the assessment window.

CoAlt Accommodations

This section is only used for students taking the CoAlt: Science and Social Studies Assessment. This section is used to indicate the CoAlt accommodations used during test administration.

Field Name	Definition	Comment	PearsonAccess Required Field*	Included in Pre-ID Extract	SBD
Assistive Technology	See the CMAS: Science and Social Studies Accommodations Supplement for definitions.	See the CMAS: Science and Social Studies Accommodations Supplement for definitions.			
Braille					
Eye gaze					
Modified Picture Symbols					
Objects					
Translation into Native Language					
Other					

*PearsonAccess Required Field: Field that is necessary for PearsonAccess to assign a student to testing and to identify unique student records. All fields in the SDU file should have valid values entered before PearsonAccess closes at the end of the assessment window.

Pearson Use

This section is reserved for Pearson and CDE use. Districts may not change the data in these fields.

Field Name	Definition	Comment	PearsonAccess Required Field*	Included in Pre-ID Extract	SBD
Pearson Student ID	Unique Student Number Assigned by Pearson				✓
Test UIN	Unique number that identifies the test administered to the student				
Updated During SBD	Flag indicating that the District participated in SBD				

*PearsonAccess Required Field: Field that is necessary for PearsonAccess to assign a student to testing and to identify unique student records. All fields in the SDU file should have valid values entered before PearsonAccess closes at the end of the assessment window.

Updating Student Groups and End of Record

This fields in this section are used to updated the Group Name field and indicate the end of a student record

Field name	Definition	Comment	PearsonAccess Required Field*	Included in Pre-ID Extract	SBD
Delete flag	Flag used to update the Group Name field. For more information on how to use this field see “Registration File and SDU Directions” posted in the following location: http://www.pearsonaccess.com/co > Support > Templates.				
End of record	Flag indicating the end of a student record		✓		

*PearsonAccess Required Field: Field that is necessary for PearsonAccess to assign a student to testing and to identify unique student records. All fields in the SDU file should have valid values entered before PearsonAccess closes at the end of the assessment window.

Section 5: Invalidating a Test

This section addresses test invalidation. A test may be invalidated for a variety of reasons. If a test is invalidated, an appropriate test invalidation code must be submitted for the student.

Test Invalidation

To prevent errors, this data field should be updated in PearsonAccess during the testing window. Invalidation should not be updated before testing and should not be “back-filled” during the SBD process.

For CMAS: Science and Social Studies, a student record will automatically default to 00, Student Tested all Sessions (No Invalidation Selected), for all students. To update this field in the PearsonAccess interface:

- For CMAS: Check that you are in the CMAS administration and enter the information on the Home>Management>Registered Students (Assigned Tests tab) page.
- For CoAlt: check that you are in the CoAlt administration and enter the information on the Home>Online Score Entry>Enter Scores page.

Although not recommended, invalidation codes can be updated during SBD.

Keep in mind that selecting an invalidation code means that the student will not receive a score for the assessment. Table 3 provides a brief overview of the invalidation codes. More detailed guidance on each code can be found after the table.

Table 3: Invalidation Codes

Code	Field Name
00	Student Tested all Sessions
01	Took Other Assessment
02	Test Not Completed
03	Withdrew Before Completion
04	Test Refusal
05	Non approved Accommodation
06	Misadministration
07	District Education Services
98	State Use 1
99	State Use 2

Further guidance on the invalidation codes

Student Tested all Sessions

- Student tested all sections for the content area. Each test includes three sections. This will be the correct choice for most students.

- This is the default value for student records uploaded to PearsonAccess.

Took Other Assessment

- When a student has been administered **both** the CMAS and CoAlt assessment, this invalidation code is used to indicate the record that should not be counted.
 - If a student should have only been administered the CoAlt, then the CMAS record is invalidated with this code. The CoAlt record will remain as the student's assessment of record.
 - If a student should have only been administered the CMAS, then the CoAlt record is invalidated with this code. The CoAlt record will remain as the student's assessment of record.

Test Not Completed

- Student did not complete the test due to absence, illness, or other extenuating circumstances.

Withdrew Before Completion

- This code should only be used for students who withdrew/transferred **and one of the following conditions is also met:**
 - The district was not able to transfer the student record to the new district.
 - The student withdrew from Colorado Public schools (e.g., moved to another state).

Test Refusal

- The student was provided with the opportunity to test but refused to take the test.

Non-approved Accommodation

- Any accommodation used during testing that is not in a student's IEP, 504 Plan or EL plan.

Misadministration

- A misadministration occurs any time a procedure has been violated or when the validity of a student's test score cannot be assured.
- Some examples are:
 - Students share answers during testing
 - Students receive information about test items from anyone prior to testing
 - A Test Administrator or school staff member:
 - Fails to follow test environment and/or posted materials guidelines
 - Fails to provide directions for the test including the opportunity for students to do sample items
 - Does not observe time limits and requirements e.g., not giving students the entire section time to test, or giving students more than 80 minutes of testing time without an extended time accommodation beyond time-and-a-half
 - Reads or clarifies any test items for students
 - Gives any cue about possible answers, verbal or non-verbal to students
 - Provides students with information about test items prior to the test

- Asks student or students to change answers
- Enters answers for students (except for scribe accommodation)
- Leaves test materials unattended anywhere outside of the central secure storage area in the school
- Loses test materials, or is at any time unable to account for the location of test materials at all times
- Fails to provide students with accommodations needed to access the test
- Provides accommodations to students who are not eligible to receive the accommodation

District Education Services

- Student is homebound due to illness or injury (not discipline) and receiving instruction through district educational services.

State Use 1

- Field reserved for state use.
- Districts may not use this code without permission from CDE's Assessment Unit.

State Use 1

- Field reserved for state use.
- Districts may not use this code without permission from CDE's Assessment Unit.

Appendix A: BOCES and Out of District Testing Sites

BOCES

BOCES can be involved in state assessments in several different ways. Some BOCES operate schools and are responsible for testing students enrolled in their schools. Other BOCES operate programs but serve as testing sites for students. This section groups BOCES into three basic scenarios and describes the processes that need to be followed for the CMAS/CoAlt: Science and Social Studies assessment programs.

Scenario 1: BOCES that operate schools that have a 4 digit CDE school code and the school is the students' primary school of enrollment. In this situation, the BOCES follow the same procedures as a regular school district in PearsonAccess. CDE will upload information for the BOCES as part of the pre-ID upload. In this scenario, the testing and reporting district and school are the same. In the SDU layout, student district and school data will be coded as follows:

- Testing District Code: 4 Digit BOCES code as it appears in Data Pipeline
- Testing District Name: BOCES Name as it appears in Data Pipeline
- Testing School Code: School Code as it appears in Data Pipeline
- Testing School Name: School Name as it appears in Data Pipeline
- Reporting District Code: 4 Digit BOCES code as it appears in Data Pipeline
- Reporting District Name: BOCES Name as it appears in Data Pipeline
- Reporting School Code: School Code as it appears in Data Pipeline
- Reporting School Name: School Name as it appears in Data Pipeline

Scenario 2: BOCES that operate like programs and administer state assessments to students from ONE "Home" Colorado District. In this situation, the BOCES follow the same procedures as a regular public school located within a Colorado School District in Pearson Access. Using the same process used to assign school level user roles to the regular public schools in the districts, the "home" district will assign BOCES staff user roles to a BOCES School within their district. CDE will set up a "BOCES school" within the district but will not be able to pre-populate students enrolled in the BOCES schools based on information in Data Pipeline. Districts will have to move students from the Primary School enrollment indicated in Data Pipeline to the BOCES school. In this scenario, the testing district and school is different from the reporting district and school. In the SDU layout, student district and school data will be coded as follows:

- Testing District Code: 4 Digit official CDE BOCES Code
- Testing District Name: BOCES Name
- Testing School Code: 4 Digit Dummy Code (BBBB) assigned by assessment unit
- Testing School Name: Official BOCES name with "testing site" added to end
- Reporting District Code: "Home" District Code as it appears in Data Pipeline
- Reporting District Name: "Home" District Code as it appears in Data Pipeline
- Reporting School Code: Primary School Enrollment School Code as it appears in Data Pipeline

- Reporting School Name: Primary School enrollment School Name as it appears in Data Pipeline

Scenario 3: BOCES that operate like programs and administer state assessments to students from MULTIPLE “Home” Colorado Districts. In this situation, the BOCES will be set up as a unique district in PearsonAccess. BOCES and “home” districts will work with CDE/Pearson to move students to this district because CDE cannot identify the students from the information in Data Pipeline. CDE will set up a BOCES district with a dummy school within Pearson Access to use as the testing site. Districts and BOCES will work together to create a list of students that will test at the BOCES. BOCES will contact CDE/Pearson with this list to have the students moved from the “home” districts to the BOCES district. In this scenario, the testing district and school is different from the reporting district and school. In the SDU, file student district and school data will be coded as follows:

- Testing District Code: 4 Digit official CDE BOCES Code
- Testing District Name: BOCES Name
- Testing School Code: 4 Digit Dummy Code (BBBB) assigned by assessment unit
- Testing School Name: Official BOCES name with “testing site” added to end
- Reporting District Code: “Home” District Code as it appears in Data Pipeline
- Reporting District Name: “Home” District Code as it appears in Data Pipeline
- Reporting School Code: Primary School Enrollment School Code as it appears in Data Pipeline
- Reporting School Name: Primary School enrollment School Name as it appears in Data Pipeline

Out of District Testing Sites

There are cases where students may take state assessments at locations different from their home school districts but student scores should return to the home district. For example, a district may send special education students to a central location for testing.

Scenario A: A testing site that administers assessments to students from one home district. In this situation the testing site follows the same procedures as a regular public school located within a Colorado School Districts District in Pearson Access. Using the same process used to assign school level user roles to the regular public schools in the districts, the “home” district will assign testing site staff user roles to a testing site “school” within their district. CDE will set up a “testing site school” within the district but will not be able to pre-populate students enrolled in the BOCES schools based on information in Data Pipeline. Home districts will have to move students from the Primary School enrollment indicated in Data Pipeline to the BOCES school. In this scenario, the testing district and school are different from the reporting district and school. In the SDU layout, student district and school data will be coded as follows:

- Testing District Code: Testing site 4 Digit official CDE district Code
- Testing District Name: Testing site District Name
- Testing School Code: Testing site 4 Digit official CDE district Code or 4 digit dummy code if the site is a program

- Testing School Name: Testing site Official School or program name
- Reporting District Code: Official CDE “Home” District Code
- Reporting District Name: “Home” District Name
- Reporting School Code: Official CDE “Home” District Code
- Reporting School Name: “Home” School Name

Scenario B: A testing site that administers assessments to students from multiple home districts. In this situation, the testing site will be the district code of the testing site. Testing sites and “home” districts will work with CDE/Pearson to move students to the testing district because CDE cannot identify the students from the information in Data Pipeline. Districts and testing sites will work together to create a list of students that will test at the testing site. Testing sites will contact CDE/Pearson with this list to have the students moved from the “home” districts to the testing district. In this scenario, the testing district and school are different from the reporting district and school. In the SDU file, student district and school data will be coded as follows:

- Testing District Code: Testing district’s 4 Digit CDE district Code
- Testing District Name: District Name
- Testing School Code: Testing district’s 4 Digit CDE district Code or 4 digit dummy code if the site is a program
- Testing School Name: Official testing school or testing program name
- Reporting District Code: Official CDE “Home” District Code
- Reporting District Name: “Home” District Name
- Reporting School Code: Official CDE “Home” District Code
- Reporting School Name: “Home” School Name

Appendix B: Testing at District Run Programs

Some district may test at district program sites within their district that do not have an official CDE school code. If the students are administered the test at the program site, there are two options for districts to use to help track and test these students in PearsonAccess.

Option 1: Assign the students to a unique testing group.

In this option, testing and reporting district and school codes are the same and represent the school of official student enrollment. In this option the CMAS Test Administrator will need to be set up with permissions for the school of enrollment.

Option 2: Assign the students to a dummy school site within the district.

In this option, testing/reporting district codes and the reporting school code represent the district and school of official student enrollment. The testing school will be a dummy code that represents a testing site. **To get a testing school dummy code, districts need to contact CDE.** When providing this code, districts should provide CDE with a name for the program to be used in the testing school name field. In this option the CMAS Test Administrator will need to be set up with permissions for the dummy testing site.

Table 4: Within Program Student Enrollment Information

SDU Field	Option 1	Option 2
Testing District Code	Official enrollment code	Official enrollment code
Testing School Code	Official enrollment code	Dummy code provided by CDE
Testing District Name	Official enrollment name	Official enrollment name
Testing School Name	Official enrollment name	Program name provided to CDE by district.
Reporting District Code	Official enrollment code	Official enrollment code
Reporting School Code	Official enrollment code	Official enrollment code
Reporting District Name	Official enrollment name	Official enrollment name
Reporting School Name	Official enrollment name	Official enrollment name

Appendix C: Eligible Facilities and Division of Youth

Students placed out-of-district by a public agency (enrolled in Eligible Facilities) and incarcerated students (Division of Youth Corrections) will not have information in Data Pipeline. Therefore, CDE cannot pre-populate student data into PearsonAccess. District Assessment Coordinators for these Eligible Facilities and Division of Youth Corrections must upload the full SDU file layout into Pearson Access. DACS should follow the general guidance provided in the SDU layout documentation for data file requirements (e.g. field lengths, valid values).

Table 5: Student Enrollment Information for Eligible Facilities and Division of Youth Corrections

SDU Field	Eligible Facilities	Division of Youth Corrections
Testing District Code	FFFF	YYYY
Testing School Code	Official School Code	Official School Code
Testing District Name	Facilities	Division of Youth Corrections
Testing School Name	Official School Name	Official School Name
Reporting District Code	FFFF	YYYY
Reporting School Code	Official School Name	Official School Name
Reporting District Name	Facilities	Division of Youth Corrections
Reporting School Name	Official School Name	Official School Name

Appendix D: Home School Students

Home school students will need to have a record in PearsonAccess. However, home schooled student data can be limited to the information in Table 6.

Table 6: Home School Student Enrollment Information

SDU Field Name	Home School Valid value	Comment
Testing District Code	Testing Site Official District Code	Testing site information is needed to put student in a test session.
Testing School Code	Testing Site Official School Code	
Testing District Name	Testing Site District Name as it appears in Data Pipeline	
Testing School Name	Testing Site District Name as it appears in Data Pipeline	
Reporting District Code	Same as Testing District Code	The vendor sends home school student reports to the district testing site. It is the district's responsibility to distribute these reports.
Reporting School Code	HHHH	Dummy code to indicate student is a home school student. This code will be used to exclude student from district and state reports.
Reporting School Name	Home Schooled	
Student Last Name	See SDU layout	
Student First Name	See SDU Layout	
Student Middle Name	See SDU Layout	
Date of Birth	See SDU Layout	
Gender	See SDU Layout	
Grade	See SDU Layout	Use the district's standard definition for classifying the grade level.

Appendix E: Testing Students From Multiple Organizations at One Testing Site.

Online schools may work together to locate testing sites. Students from multiple districts are testing at one site and are being monitored by one or more trained Test Administrators. Student information should be coded within PearsonAccess according to the table below.

Testing District Code	Official enrollment code
Testing School Code	Official enrollment code
Testing District Name	Official enrollment name
Testing School Name	Official enrollment name
Reporting District Code	Official enrollment code
Reporting School Code	Official enrollment code
Reporting District Name	Official enrollment name
Reporting School Name	Official enrollment name

Using this coding, the official enrollment districts will maintain and update the student records in PearsonAccess. Within each school, test sessions should be created with names that help identify the testing location. The Test Administrator will be assigned user permissions for all of the schools that are testing at their locations. During testing, the Test Administrator will need to monitor multiple test sessions running concurrently. Figure 3 outlines this set-up. The figure shows two districts that send one school to a common location.

Figure 3: CMAS Online Test Administration at One Location for Students from Multiple Districts

