

Spring 2023 DLM-AA Assessment Correction and Scores Review Procedures

(Posted May 16, 2023)

Spring 2023 score data for the Dynamic Learning Maps Alternate Assessment (DLM-AA) are scheduled to be available in ISBE's Student Information System (SIS) on Friday, June 30, 2023. Contact the SIS Helpdesk at 217-558-3600, option 3, for technical assistance. Contact the Assessment Department if you have any general questions by calling 866-317-6034 or write to staff contact Pam Hartwig at phartwig@isbe.net or assessment@isbe.net.

Timeline	Action Needed
April 11, 2023	<p>Assessment Enrollment Verification Report Available in SIS</p> <p>Districts should review the Assessment Enrollment Verification Report in SIS. The purpose of this report is to allow districts to review and correct SIS enrollments to ensure that assessment scores will match seamlessly.</p> <p>For more details about the Assessment Enrollment Verification Report, please visit www.isbe.net/Documents/Spring-2023-AEV-Report.pdf.</p>
(Anticipated) Wednesday, May 17, 2023	<p>DLM-AA Assessment Correction Available in SIS</p> <p>Districts should review the DLM-AA Assessment Correction and Scores report in SIS. This report allows districts to review and correct demographics and enter Reason for No Valid Test Attempt (RNVTA) codes for students who did not test.</p> <p>If any students are missing from this report, verify the SIS Enrollment Home School is correct, DLM-AA indicator=Yes, and that the appropriate Testing School shows in the Correction record. See notes below for exited students.</p>
(Anticipated) Friday, June 30, 2023	<p>DLM-AA Assessment Scores Available in SIS</p> <p>Districts should review the DLM-AA Assessment Correction and Scores report to view scores and resolve any error codes that may be present. Districts should continue to review and correct demographics and enter RNVTA codes for students who did not test.</p> <p>Missing scores will now appear on the Unassigned Test Results Report. Unassigned test results can be matched to an existing student enrollment by going to the Assessment Unassigned page and entering the student's identification (SID) number.</p>
Monday, July 31, 2023	<p>Last Day to Update or Create Enrollment Records for SY 2022-23</p> <p>Districts should verify all enrollments have been updated and/or created for students who may have errors or did not have an enrollment record. This is the deadline to verify the correct assessment is identified in the SIS enrollment "Program Indicators" tab (if enrollment is active) or "Demographics by Enrollment" link (if enrollment is exited).</p>
Friday, August 25, 2023	<p>Deadline for all DLM-AA corrections.</p>

1) Review DLM-AA Assessment Correction and Scores Report for included students.

A student appears on a district's DLM-AA Assessment Correction and Scores Report (and screen) when the district is the Home, Serving, or Testing school for a student enrollment during the test window based on the student's *Grade Level* (3-11*) and *DLM-AA Indicator* (Yes) in SIS. (To modify, see **Notes** below.) Choose the appropriate **School** option to view students.

Notes:

- Students in Grades 3-11 and [some in Grade 12*](#) are included in the report if they had a SIS enrollment during the test window **March 15-May 10, 2023**, and are not included on the IAR or SAT/PSAT Assessment Correction Report instead. Students will not appear on the DLM-AA Assessment Correction and Scores Report if the *DLM-AA indicator* is "No."
- Only a student's Home district can modify the student's SIS Correction record, Program Indicators (if enrollment is active), or Demographics by Enrollment (if enrollment is exited). An overnight process reconciles changes for active and exited students.
 - For an active student who is missing, change the *DLM-AA indicator* to "Yes" on the **SIS Program Indicators** page.
 - For an exited student who is missing, select the appropriate exited enrollment in SIS, click on the **Demographic by Enrollment** link to change the captured *DLM-AA indicator* to "Yes," and save.

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2) How do I view data in the DLM-AA Assessment Correction and Scores Report?

Step 1: Log in to **SIS** via **IWAS** from www.isbe.net under "System Quick Links."

Step 2: Click on **Reports** (in blue column on left), then **Assessments**, then **DLM-AA Correction and Score (all students)**. "Summary" gives you general counts, and "Details" will show you a student list with details. We recommend viewing the "Details" report.

Step 3: Filters may be used as desired. **Sort By** is defaulted to "Student Name." (Change to "Error" to quickly check for errors after scores are posted.) Click **Create PDF Report** to view your student list.

Step 4: Review student information and make notes of any needed corrections.

3) How do I correct data on the DLM-AA Assessment Correction and Scores Report?

To update online, take the following steps:

Step 1: Log in to **SIS** via **IWAS** from www.isbe.net under "System Quick Links."

Step 2: Click on **Assessment** (in blue column on left), then **Correction**, then **DLM-AA**. Enter SID number and one of the following: Last Name, First Name, or Date of Birth. Click "Search."

Step 3: Click "Edit" and make the needed update(s). Click "Submit."

Correct indicators as needed, paying special attention to the "First Year in U.S. School" indicator.

Enter [RNVTA](#) codes, as applicable. Rely on your local records.

Notes about entering RNVTA codes:

- *SIS Entry and Exit dates are included in the Assessment Correction and Scores Report to assist with this review.*
- *If a student started testing in your school and completed testing in a different school, enter code 07 (Transferred Out Prior to Testing) as the RNVTA for all applicable content tests. Score data for all tests will be attributed to the new school.*
- *If a student enrolled in your school but had already started/completed testing in his/her previous school or transferred in too late to test feasibly, enter code 08 (Transferred In After Test Administration) as the RNVTA.*
- *Any student without a Performance Level or "Reason for No Valid Test Attempt" will be considered to be "Absent from Testing," which negatively affects participation rate and possibly percent proficient rate.*
- *If no scores are present, the school must enter the applicable RNVTA (likely [RNVTA code 10 or 15](#), unless another code applies).*
- *If a student did not test due to being a Private School Student (must show PSS=Yes in SIS program indicators tab), apply [RNVTA 16](#).*

To update via Batch, request an Assessment DLM-AA Correction and Scores File:

1. Log in to SIS.
2. Click on "Batch File Processing" to expand section.
3. Click on "Request File."
4. Click on the dropdown menu to select Assessment DLM-AA Correction and Scores.
5. Click on "Request File."

The request will be processed, and a file will be sent to the Upload/Download File link in SIS. Once the DLM-AA Correction and Scores File has been downloaded, the data will need to be inserted into a DLM-AA Correction and Scores template. The following fields can be updated: LEP Indicator, IDEA Services (IEP) Indicator, FRL/Low Income Indicator, Homeless Indicator, 21st Century Indicator, Testing School RCDTS (only if scores are not matched yet), Valid Grade at Time of Testing, Reason for No Valid Test Attempt, and First Year in U.S. School.

If a Batch template is needed, the DLM-AA Correction and Scores template can be downloaded from the [SIS Excel Templates webpage](#) under "Assessment." Tips for completing and steps for creating and uploading the DLM-AA Correction and Scores template are located on this webpage.

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4) What should I review in the DLM-AA Assessment Correction and Scores Report after scores are posted?

- Verify all students who tested have score data.
- Enter [RNVTA](#) codes, as applicable, for any record with error code 1. Rely on your local records. Enter [RNVTA code 10](#) unless another code applies.
- For any student who tested but has error code 1, check the **Unassigned Test Results Report** for missing score data. ISBE will be contacting districts that have unresolved unassigned test results.
- If a student has score data but did not test at your school, contact the Assessment Department for assistance.
- Verify there are **no error codes** for any student record. (See **Column S** of the report.)

Error Code 1	Student score data are expected but missing. Enter an RNVTA or check for score data in "Unassigned Test Results" report if you know the student tested.
Error Code 2	Student has multiple scale scores for the same content area in more than one school. Contact the Assessment Department at 866-317-6034 or assessment@isbe.net for assistance.
Error Code 3	Grade of Test Taken does not match Grade. Edit Grade in the Correction file to match the grade of the test taken or contact the Assessment Department at 866-317-6034 or assessment@isbe.net to suppress score data.

5) How do I check and resolve any Unassigned DLM-AA Scores?

Step 1: Log in to **SIS** via **IWAS** from www.isbe.net under "System Quick Links."

Step 2: Click on **Assessment** (in blue column on left), then select **Unassigned**.

Step 3: Click to open the **DLM-AA Unassigned** section. You can select a specific school or leave for the entire district.

Step 4: Click **Select** next to the unassigned record to review the vendor-provided data. Enter the SID number to review SIS student enrollment(s) during the test window(s). Click the **Match** button on the appropriate enrollment and click **OK**.

Note: To view the Unassigned Test Results in PDF format or download into a spreadsheet, follow the steps below:

Step 1: Log in to **SIS** via **IWAS** from www.isbe.net under "System Quick Links."

Step 2: Click on **Reports** (in blue column on left), then open **Assessment** and select **Unassigned Test Results** Details Report.

Step 3: Select the specific test name or choose "All."

Step 4: Select "PDF" or "Excel," then "Create Report" to view students.