

Illinois State Board of Education

Assessment Enrollment Verification Report Guidelines for Assessments

This document outlines the steps and dates for district/school staff to ensure spring 2023 assessment data accuracy for the **Illinois Assessment of Readiness (IAR), SAT with Essay, PSAT 10, PSAT 8/9, and Dynamic Learning Maps Alternate Assessment (DLM-AA)**.

- Score matching issues are largely due to **missing or incorrect enrollments** in ISBE’s Student Information System (SIS).
- The deadline for districts to add and correct school year 2022-23 SIS enrollment data is **July 31, 2023**.
- Review the **Assessment Enrollment Verification Report** to ensure accurate SIS enrollments exist before scores are posted.

Action Needed by District/School Staff

Review the Assessment Enrollment Verification Report. This report identifies students enrolled in SIS during the testing windows, the assessment type, and home school.

- Verify that report counts match your local assessment roster and the students who tested:
 - Appear on the report (i.e., enrolled in SIS during the test window).
 - Show the correct grade level at the time of testing.
 - Show the appropriate **Test to Be Taken**. (IDEA Indicator and Alternate Assessment must be “Yes” for DLM-AA.)
 - Show accurate **First Year in U.S. School** indicator (from the “EL Information” tab in SIS enrollment).

Review Assessment Scores and Unassigned Reports. Scores are anticipated to be posted by June 30 for DLM-AA and by July 10 for IAR and SAT/PSAT.

- Ensure scores are matched for all students who tested or partially tested, as applicable.
- Review and account for all unassigned test records.
- Resolve report errors. (For example, student score data is expected but missing. Apply Reason for No Valid Test Attempt ([RNVTA](#)) for students without scores.)
 - If a student transferred out of your school before testing, use [RNVTA 07](#).
 - If a student transferred into your school after testing, use [RNVTA 08](#).
 - If no listed RNVTA code applies, use [RNVTA 10](#).
 - If Private School Student is exempt from testing, use [RNVTA 16](#). (Must meet [PSS definition](#).)

Assessment Department Staff Contacts

Illinois Assessment of Readiness main contact: Victoria Henderson vhenders@isbe.net

SAT with Essay, PSAT 10, and PSAT 8/9 main contact: Megan Forness mforness@isbe.net

Dynamic Learning Maps Alternate Assessment main contact: Pam Hartwig phartwig@isbe.net

Assessment Department: 1-866-317-6034 or assessment@isbe.net

For technical assistance in SIS, contact the SIS Helpdesk at 217-558-3600, option 3.

Date	Activity
April 11, 2023	Assessment Enrollment Verification Report is available in SIS for IAR, DLM-AA, SAT with Essay, PSAT 10, and PSAT 8/9. District and school staff should compare this report with local records to verify all tested students are reported correctly. The report highlights students with multiple enrollments during the window. If student is not on report, <u>enroll student in SIS during the testing window immediately</u> . To access this report, log in to SIS, choose “Reports” on the left, then “Student,” then “Assessment,” then “Assessment Enrollment Verification Report,” and “Details.”
Deadline July 31, 2023	Districts verify that all enrollments in SIS are accurate. Enrollments cannot be adjusted after 4 p.m. Monday, July 31, 2023.
Anticipated: May 17, 2023	Assessment Correction Report is available in SIS for IAR, DLM-AA, SAT with Essay, PSAT 10, and PSAT 8/9. District/school staff may enter RNVTA codes based on local testing rosters. To access this report, log in to SIS, choose “Reports” on the left, then “Student,” then “Assessment,” open the desired Assessment, and click the “Correction” report, and choose “Details.”
Anticipated: June 30, 2023 (DLM-AA) July 10, 2023 (IAR, SAT/PSAT)	Assessment Scores Report is available (score data available) in SIS for IAR, DLM-AA, SAT with Essay, PSAT 10, and PSAT 8/9. District/school staff may continue to enter RNVTA codes, review/resolve unassigned test results, and clear reported error codes. To access this report, log in to SIS, choose “Reports” on the left, then “Student,” then “Assessment,” open the desired Assessment, and click the “Scores” report, and choose “Details.”
August 25, 2023	Final day to review assessment data, match unassigned test records, resolve any errors, and enter RNVTA codes for IAR, DLM-AA, SAT with Essay, PSAT 10, and PSAT 8/9.