

## 2009-10 Periodic Assessment Data Memo

September 2009

The Periodic Assessment Team works in partnership with all of our vendors and the DOE Data Management Team to ensure that student, educator and course data is as accurate as possible in the DOE-provided Periodic Assessment systems (Acuity, Performance Series, ELL, TCRWP). The information in this memo is subject to change over the course of the year. Relevant updates will be listed in Principal's Weekly. Visit the Periodic Assessment Web site at <http://schools.nyc.gov/Accountability/ResourcesforEducators/PeriodicAssessments/default.htm> for additional information.

In this memo, you will find information on the following:

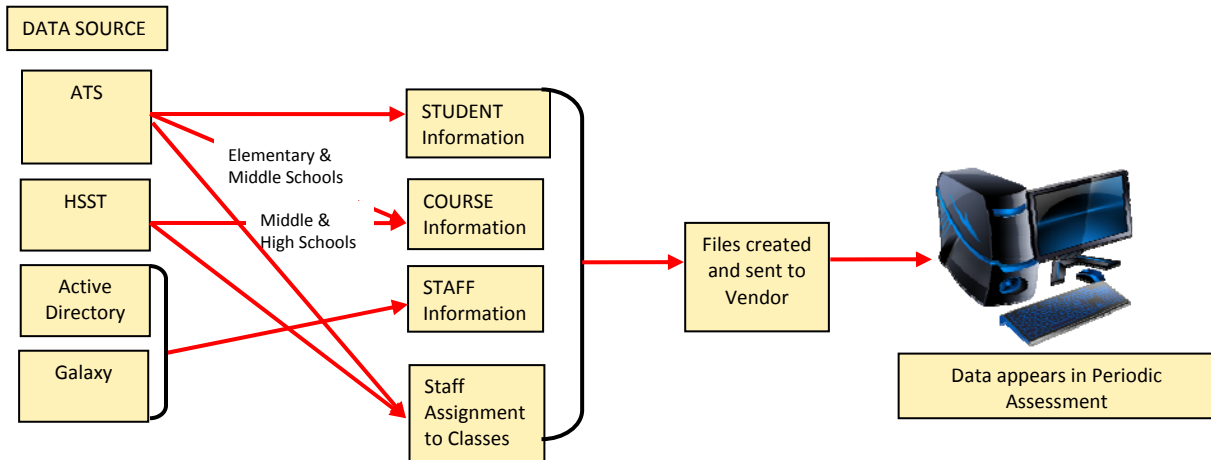
- 1) **Where does your data come from?** Data from ATS, HSST, Galaxy, and LCGMS are used to update all the Periodic Assessment systems. To learn more about the information used from these source systems, see [page 2...](#)
- 2) **When will your data be refreshed in the PA systems?** New student, staff and course data is loaded into the Periodic Assessment system as often as possible. For a calendar of when data is taken from the DOE source systems and when new data will appear in the Periodic Assessment systems, see [page 4...](#)
- 3) **Who has access to which data?** In order to ensure the security of student data, the Periodic Assessment systems offer different data access levels. To better understand the roles within each of the systems and to understand how you can change permission levels within the systems, see [page 6...](#)
- 4) **Which PA data will appear in ARIS and when will ARIS be updated?** Many of the DOE-provided Periodic Assessments will have data reported in ARIS in the coming year. To learn which data will appear, what elements will be viewable, and when the data will be loaded into ARIS, see [page 8...](#)
- 5) **What can you do if your data is incorrect?** Because data from the source systems does not feed directly into the Periodic Assessment systems, there will be occasions when your PA data systems display student, staff and/or course information that is not up to date. Similarly, Periodic Assessment data in ARIS may not appear exactly as it does in the various Periodic Assessment systems. To learn how to address data accuracy issues, please see [page 11...](#)

If you have any questions, please feel free to reach out the Periodic Assessment Team at [periodicassessment@schools.nyc.gov](mailto:periodicassessment@schools.nyc.gov) or 212-374-5162.

## Data Sources for Periodic Assessment Systems

Only locations officially recognized as schools in LCGMS will have data reflected within the Periodic Assessment systems (this excludes academies, programs, and sub-schools). All of these participating schools completed the Periodic Assessment selection survey through the Principal’s Portal in June 2009.

The Periodic Assessment Team works with the DOE Data Management Team and our vendors to regularly upload student, staff, and course information into the following assessment systems: Acuity, Performance Series, ELL Assessments, TCRWP.



### Course Data

Below are the 2009-2010 courses that are uploaded into the Periodic Assessment systems. All course codes are defined by the official Code Deck conventions set by DIIT.

Grade Ranges	Data Sources
Elementary School (Grades 3 – 5); D75 all grades	<u>ATS*</u> <ul style="list-style-type: none"> <li>• All 3-character ATS Official Classes will be uploaded into the Periodic Assessment systems.</li> </ul>
Middle School (Grades 6 – 8)	<u>ATS/HSST*</u> <ul style="list-style-type: none"> <li>• All 3-character ATS Official Classes will be uploaded into the Periodic Assessment systems.</li> <li>• Middle schools using HSST will have course scheduling information in addition to their “official class” list pulled from ATS.</li> <li>• English and Mathematics courses will be included based on the conventions used in the Code Deck.               <ul style="list-style-type: none"> <li>○ <i>English courses</i> beginning with “EO” followed by the number representing the grade of the students.</li> <li>○ <i>Mathematics courses</i> beginning with “MO” followed by the number representing the grade of the students.</li> <li>○ <i>English as a Second Language courses</i> beginning with “LO” followed by the number representing the grade of the students.</li> </ul> </li> </ul>

<p>High School (Grades 9 –12)</p> <p><i>*Grade 12 uploaded for Performance Series and ELL Assessments only</i></p>	<p><b>HSST**</b></p> <ul style="list-style-type: none"> <li>• Only English and Mathematics Courses are included in the Periodic Assessment systems.</li> <li>• The Code Deck located on the HSST Sharepoint Site (document entitled “NEW CODE DECK PROPOSAL2-Updated 430”) has specified naming designations for High School courses. Based on the conventions used in this document, we will be pulling: <ul style="list-style-type: none"> <li>○ <i>English courses</i> designated as:  English 9: EA; E1, E2; E1A, E1B, E2A, E2B  English 10: EB; E3, E4; E3A, E3B, E4A, E4B  English 11: EC; E5, E6; E5A, E5B, E6A, E6B  English 12: ED; E7, E8; E7A, E7A, E8A, E8B</li> <li>○ <i>Mathematics courses</i> that begin with:  MA (uploaded for Scantron only), MB, ME, MM  MG (uploaded for Acuity only)</li> <li>○ <i>English as a Second Language courses</i> that begin with:  L</li> </ul> </li> </ul>
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If students are not in one of these courses but would benefit from participating in a Periodic Assessment program, a school may choose to manually create additional classes. If the Code Deck designates a core course in which you administer Periodic Assessments and that course is not included above, please email [Periodicassessment@schools.nyc.gov](mailto:Periodicassessment@schools.nyc.gov). Additional courses may be added to the assessment systems during the year.

**\*For schools using Acuity:**

- Answer grids for grades 3-8 will be pre-slugged according to the ATS official class data only.
- Grade-level classes were created in Acuity in mid-August; these classes were designed to facilitate use of prior year reporting. They will not be updated automatically throughout the year, but you are welcome to adjust them, as necessary. New grade-level classes (with “June10” in the title) will be added at the end of the year to capture your year-end student population for more accurate data archiving in Acuity.
- D75 and high school students receive blank answer sheets only.

**\*\*Term Changes**

Both ARIS and Periodic Assessments will be pulling HSST course data that will reference your school's term information. If your school has a multiple-term schedule, please ensure that you enter your new term classes (and the teacher reference screen) during the appropriate window. Typically schools on a 2-term schedule are asked to update their course information in early February.

## Data Upload Calendars

The Periodic Assessment Team refreshes data in all of our assessment systems as often as possible. New data is pulled from the DOE source systems and loaded into the various assessment systems approximately once a month (more frequently, when possible). The last day for schools to input changes into source systems prior to each upload is displayed below, as is the date by which schools can expect to see the data refreshed in the Periodic Assessment systems.

<b>Program and Grades</b>	<b>Last Date for Schools to Update Source</b>	<b>Data Available in Assessment Systems</b>
Acuity: Grades 3-11		8/7/2009
Acuity: Grades 3-11		8/13/2009
Acuity: Grades 3-11		8/28/2009
Performance Series: Grades 2-12		8/31/2009
WGEN: Grades K-3		8/31/2009
Teachers College: Grades K-8		9/1/2009
Performance Series: Grades 2-12	8/21/2009	9/8/2009
Acuity: Grades 3-8	8/25/2009	9/7/2009
WGEN: Grades K-3	8/31/2009	9/14/2009
Performance Series: Grades 2-12	8/31/2009	9/15/2009
Acuity: Grades 9-11	9/1/2009	9/18/2009
ELL: Grades 3-12 (Pre-ID File)		9/11/2009
TC K-8 (New Students Only)		9/24/2009
ELL: Grades 3-12	9/15/2009	9/30/2009
Acuity: Grades 3-11	9/15/2009	10/9/2009
Brigance: D75		10/5/2009
WGEN: Grades K-3	9/23/2009	10/5/2009
Performance Series: Grades 2-12	9/24/2009	10/9/2009
Acuity: Grades 3-8	9/29/2009	10/22/2009
WGEN: Grades K-3	10/5/2009	10/19/2009
Teachers College: Grades K-8	10/4/2009	10/21/2009
Acuity: Grades 9-11	10/13/2009	11/5/2009
ELL: Grades 3-12	10/16/2009	10/30/2009
Acuity: Grades 3-8	10/22/2009	11/13/2009
WGEN: Grades K-3	10/27/2009	11/9/2009
Performance Series: Grades 2-12	11/3/2009	11/19/2009
ELL: Grades 3-12	11/10/2009	11/25/2009
WGEN: Grades K-3	12/1/2009	12/14/2009
Performance Series: Grades 2-12		12/16/2009
Acuity: Grades 3-8	12/4/2009	12/30/2009
Brigance: D75	12/8/2009	1/6/2010
ELL: Grades 3-12	12/7/2009	12/23/2009
WGEN: Grades K-3	1/5/2010	1/18/2010
Acuity: Grades 3-8	1/5/2010	2/1/2010
Performance Series: Grades 2-12	1/6/2010	1/25/2010

ELL: Grades 3-12	1/15/2010	1/29/2010
Acuity: Grades 9-11	1/19/2010	2/11/2010
Acuity: Grades 3-8	2/2/2010	2/26/2010
Acuity: Grades 3-11	2/3/2010	3/1/2010
Teachers College K-8	2/3/2010	2/19/2010
Acuity: Grades 9-11	2/12/2010	2/26/2010
Performance Series: Grades 2-12	2/12/2010	3/1/2010
ELL: Grades 3-12	2/19/2010	3/6/2010
WGEN: Grades K-3	2/23/2010	3/8/2010
Performance Series: Grades 2-12	3/2/2010	3/18/2010
Acuity: Grades 9-11	3/8/2010	4/1/2010
ELL: Grades 3-12	3/19/2010	3/31/2010
WGEN: Grades K-3	3/29/2010	4/12/2010
Performance Series: Grades 2-12	4/7/2010	4/22/2010
Brigance: D75	4/14/2010	5/3/2010
ELL: Grades 3-12	4/16/2010	4/30/2010
Performance Series: Grades 2-12 Acuity: Grades 9-11	4/15/2010	5/4/2010 5/11/2010
WGEN: Grades K-3	4/27/2010	5/10/2010
Acuity: Grade 3-11	5/3/2010	5/24/2010
Teachers College K-8	5/12/2010	5/28/2010
ELL: Grades 3-12	5/14/2010	5/28/2010

## **Periodic Assessment Roles and Permissions**

In order to maintain student data security, each Periodic Assessment system has different levels of permission available to users.

### **Performance Series: Location Controller Information**

The role of Location Controller is the highest level of permission available in Performance Series. As a Location Controller, you have access to the administrative tools which allow you to review scores, create both staff and student records, reset staff passwords, proctor student assessments, and help maintain system security.

To assign a Location Controller for the 2009-10 school year, building Principals should email the Periodic Assessment Team ([Periodicassessment@schools.nyc.gov](mailto:Periodicassessment@schools.nyc.gov)) the name of the one or two individuals they would like to designate. If you have not been properly assigned through this process, your permissions will be reset during every monthly upload. For security purposes, all previous designated Location Controllers for the 2008-09 school year will be reset prior to the 2009-10 school year. Read the [Performance Series Data Guidelines for 2009-10](#) memo located on the Periodic Assessment Web site to learn how to assign location controllers for the new school year, and to learn more about the archiving process.

### **Acuity: School Administrator and Test Coordinator Information**

The role of School Administrator is the highest level of permissions available in a school in the Acuity system. School Administrators are able to review scores, create both staff and student records, make assessment assignments, build classes, and help maintain system security. Principals and assistant principals are automatically assigned as school administrators in Acuity. This fall we will also give School Administrator access to all Network Leaders and SATIFs for each of their schools; SATIFs and NLs will be able to see each school's data in Acuity and will find aggregate reporting for all of their schools in ARIS.

The role of Test Coordinator in Acuity has the same level of permissions as a School Administrator but cannot manage other staff members' permissions. School Administrators can designate staff members at the school to be Test Coordinators by updating their current role in Acuity or by creating a new educator in the Acuity system.

Class-based staff for all subjects are also loaded into Acuity with Teacher permissions. Teachers will only see the student data in the classes to which they are assigned in Acuity. Schools may add educators to existing classes or create new classes manually, if additional educators should have access to data.

Please feel free to contact the NYC Acuity Helpdesk ([NYCAcuity@ctb.com](mailto:NYCAcuity@ctb.com) or 866-692-6550) if you have any questions about School Administrator or Test Coordinator permissions.

### **ELL Periodic Assessments: Access Levels**

Principals and Assistant Principals are automatically given ‘Administrative’ access to the ELL Periodic Assessments’ online reporting system, Inform. Administrative access is the highest level of permissions available in a school and allows users to view student data for all students in the school who took the assessment. Teachers are given ‘Teacher’ access to the system. This access type allows them to see student data only for those students who are in their classes within ATS and HSST (where class information is pulled from). We recommend that those teachers who work with students in the school who are not officially in their classes in ATS or HSST (e.g. ESL teachers, coaches, out of classroom teachers, etc.) have Administrative access. This will allow them to see student data for all students in the school who took the ELL assessment. If you need to have your access changed from ‘Teacher’ to ‘Administrative’, please have your principal email [periodicassessment@schools.nyc.gov](mailto:periodicassessment@schools.nyc.gov) requesting this change.

## Periodic Assessment Data in ARIS

Data from Periodic Assessment systems are imported into ARIS several times after each administration window. It is important to note that new scores and data do not feed immediately from the assessment systems into ARIS. As a result, you will be able to see student, class, and school-level reporting in each individual assessment system before it becomes available in ARIS. Data in the Periodic Assessment systems should be used for immediate instructional next steps; the same data in ARIS will allow you to look at student, class or school PA information while referencing a number of other criteria and data elements.

Schools using Acuity must make sure to resolve all student data exceptions and enter constructed response scores back into Acuity (when applicable) within three weeks of the last date of the administration window to make sure that all ARIS reporting appears complete.

The 2009-10 ARIS data upload schedule is posted below. The following table includes a list of the Periodic Assessments that will be available in ARIS in 2009-10 and which data ARIS will display.

Please note: Unfortunately, we are not yet able to incorporate data from all Periodic Assessment programs into ARIS. We encourage schools to use the information that is available in ARIS in conjunction with their Periodic Assessment data whenever possible.

Periodic Assessment	Data Elements Displayed
Acuity (Predictive Assessments & Instructionally Targeted Assessments)	<ul style="list-style-type: none"> <li>• Overall Score               <ul style="list-style-type: none"> <li>○ Assessment</li> <li>○ By Standard/Strand</li> <li>○ By Performance Indicator</li> </ul> </li> <li>• Overall Percent Correct               <ul style="list-style-type: none"> <li>○ Assessment</li> <li>○ By Standard/Strand</li> <li>○ By Performance Indicator</li> </ul> </li> <li>• Predicted Performance Level (Predictive Only)</li> <li>• Scale Score (Predictive Only)</li> </ul> <p><i>* To have CITA scores report in ARIS, schools must submit the test IDs. See the PA Web site for more detail on this process.</i></p>
Performance Series	<ul style="list-style-type: none"> <li>• Placement Indicator</li> <li>• Grade Level Equivalent (GLE) score</li> <li>• Scale Score</li> </ul>
E-CLAS 2	<ul style="list-style-type: none"> <li>• Available results on all ECLAS-2 Activities</li> </ul>
EPAL	<ul style="list-style-type: none"> <li>• Available results by dimension (Listening/Writing, Reading/Writing, Writing Mechanics)</li> </ul>
TCRWP	<ul style="list-style-type: none"> <li>• Data is not available in ARIS</li> </ul>
ELL	<ul style="list-style-type: none"> <li>• Data is not available in ARIS</li> </ul>

**2009-2010 ARIS Upload Calendar**

<b>Vendor</b>	<b>Type</b>	<b>Upload Number</b>	<b>File received from vendor</b>	<b>File delivered to WGEN</b>	<b>Data available to end users (estimate)</b>
Scantron			8/3/2009	8/3/2009	8/7/2009
Scantron			9/3/2009	9/3/2009	9/11/2009
Scantron			10/5/2009	10/5/2009	10/9/2009
CTB	HS ITA 1 ELA / Math	1	10/30/2009	11/2/2009	11/9/2009
Scantron			11/3/2009	11/3/2009	11/10/2009
ECLAS	Fall Administration	1			12/2/2009-12/8/2009
CTB	HS ITA 1 ELA / Math	2	11/25/2009	11/25/2009	12/4/2009
Scantron			12/3/2009	12/3/2009	12/10/2009
CTB	Regents Predictive Fall	1	12/9/2009	12/10/2009	12/17/2009
CTB	3-8 ITA 1 ELA / Math	1	12/14/2009	12/15/2009	12/22/2009
ECLAS	Fall Administration	2			12/30/2009-1/5/2009
CTB	Regents Predictive Fall	2	12/31/2010	1/4/2010	1/11/2010
Scantron			1/4/2010	1/4/2010	1/11/2010
CTB	3-8 ITA 1 ELA / Math	2	1/6/2010	1/7/2010	1/7/2010
CTB	Regents Predictive Fall	3	1/26/2010	1/27/2010	2/3/2010
Scantron			2/3/2010	2/3/2010	2/10/2010
CTB	3-8 ELA / Math Predictive	1	2/22/2010	2/23/2010	3/2/2010
CTB	3-8 ELA / Math Predictive	2	2/19/2010	2/22/2010	2/22/2010
Scantron			3/3/2010	3/3/2010	3/10/2010
ECLAS	Winter Administration	1			3/18/2010-3/22/2010
CTB	HS ITA 2 ELA / Math	1	3/19/2010	3/22/2010	3/29/2010
ECLAS	Winter Administration	2			4/1/2010-4/6/2010
Scantron			4/5/2010	4/5/2010	4/12/2010

CTB	3-8 ITA 2 ELA / Math	1	4/5/2010	4/6/2010	4/13/2010
CTB	3-8 ELA / Math Predictive	3	4/8/2010	4/9/2010	4/16/2009
CTB	HS ITA 2 ELA / Math	2	4/14/2010	4/15/2010	4/22/2010
CTB	3-8 ITA 2 ELA / Math	2	4/26/2010	4/27/2010	5/4/2010
Scantron			5/3/2010	5/3/2010	5/10/2010
CTB	Regents Predictive Spring	1	5/6/2010	5/7/2010	5/14/2010
CTB	Regents Predictive Spring	2	6/1/2010	6/2/2010	6/9/2010
Scantron			6/3/2010	6/3/2010	6/10/2010
CTB	HS ITA 3 ELA / Math	1	6/4/2010	6/7/2010	6/14/2010
CTB	Regents Predictive Spring	3	6/22/2010	6/23/2010	6/30/2010
CTB	HS ITA 3 ELA / Math	2	6/25/2010	6/28/2010	7/5/2010
Scantron			7/5/2010	7/5/2010	7/12/2010
CTB	Pre-Regents Predictive	1	7/2/2010	7/5/2010	7/12/2010
ECLAS	Spring Administration				5/14/2010
CTB	Pre-Regents Predictive	2	7/22/2010	7/23/2010	7/30/2010
CTB	Pre-Regents Predictive	3	8/12/2010	8/13/2010	8/20/2010

## Troubleshooting

### **What if I find incorrect **student** data in an assessment system?**

All data in the assessment systems feeds directly from the Department of Education Student Information Systems. Most errors found in the assessment systems are the result of incorrect data within the DOE internal source systems. If student data displays incorrectly, please inform your Principal and/or Data Specialist about the errors so that they can make the necessary corrections directly into the Information Systems (ATS or HSST). Student data edited solely in an assessment system will be overwritten unless it is also changed in the Student Information System. Changes made in the Student Information Systems will be reflected in the following upload (according to the data upload calendar on page 4). If the records in the assessment systems display incorrectly after an upload, please contact the appropriate help desk:

System	Help desk Contact Information	
	Phone Number	Email
Acuity	(866)-NYC-6550	<a href="mailto:nycacuity@ctb.com">nycacuity@ctb.com</a>
Performance Series	(800)-445-3141	<a href="mailto:scantron_project_management@scantron.com">scantron_project_management@scantron.com</a>
ELL (Pearson)	(800)-432-6223	<a href="mailto:informsupport@pearson.com">informsupport@pearson.com</a>
TCRWP	(212)-678-8375	<a href="mailto:readingandwritingpro@tc.edu">readingandwritingpro@tc.edu</a>
ECLAS-2	Contact the Assessment Implementation Director (AID) at your Integrated Service Center.	

### **What if I find incorrect **staff** data in an assessment system?**

All data in the assessment systems directly feeds from the Department of Education Student Information Systems. Most errors found in the assessment systems are the result of incorrect data within the DOE internal source systems. If staff data displays incorrectly, please inform your Principal and/or Data Specialist about the errors so that they can make the necessary corrections directly into the Information Systems (ATS, HSST, Galaxy, Active Directory). Edits made directly into an assessment system can provide a temporary solution, but manual corrections risk deletion if they are not properly corrected within the source systems.

*Schools using Acuity should note:*

- In initial Acuity uploads you may find a large number of classes with no students in them. These empty classes will be deleted from the Acuity system in upcoming data uploads.
- When class teachers listed as “Update HSST” or “Update ATS” appear instead of a correct teacher name, it means that at the time of the data upload, there was no teacher in the sources system listed for that particular class and a “dummy” teacher was created. As the source systems are updated, these dummy teachers will be replaced by the correct teacher names.

**What if I find incorrect course data in an assessment system?**

To ensure that teachers have access to their current courses and students in both ARIS and Periodic Assessment reporting systems, please make sure that ATS and HSST reflect all current class assignments. If you notice incorrect data in the Periodic Assessment reporting systems, please make sure that you make all updates directly in ATS/HSST. All changes in ATS/HSST will automatically appear in the Periodic Assessment reporting systems through frequent refresh data uploads. Please note: While some Periodic Assessment reporting systems will allow you to make local changes, those changes will be reset unless corrections are made directly in ATS/HSST.

**What if I updated information in the source systems, but the information is not displayed in the assessment systems?**

Depending on when changes were made in the source system, the changes may not have been captured in the monthly refreshes (refer to data calendar on page 4). If changes made to the source system occurred after the *Last Date for Schools to Update Source Systems*, then the changes will not be reflected until the following scheduled upload.

**What if the data within the assessment systems are not reflected in ARIS?**

Many of the centrally-supported Periodic Assessment systems have data reported in ARIS. However, at this time we are unable to display data for all of our assessments (such as the ELL and TCWRP assessments). If you do not see your Acuity, Performance Series and/or E-CLAS data in ARIS, we recommend that you look at the Periodic Assessment calendar of ARIS data uploads (page 9). If you administer after the time the data is pulled from the Periodic Assessment systems, your data will not be available in ARIS.

After each Acuity administration, data from the assessments included in that particular administration will be pulled on two different dates for ITAs and three different dates for Predictives. This means that after the g3-8 ITA window 1 administration, data for the g3-8 ITA window 1 *only* will be pulled from Acuity twice and loaded into ARIS twice. Data for g3-8 ITA window 1 will not continue to be pulled from Acuity later in the year. As a result, for schools using Acuity assessments, we recommend making sure that you check for any data exceptions immediately following each administration in order to minimize the number of student records left out of the ARIS data loads.

Performance Series data will be uploaded on a monthly basis. ECLAS-2 and E-PAL data will be uploaded following administration windows.

Once you confirm that your data appears correctly in the Periodic Assessment systems and, based on the calendar, your data should have been included in ARIS, we recommend logging into ARIS (<https://www.arisnyc.org/aris>) and clicking the “Report a Problem” link on the upper right hand corner of the screen.