



REDUCING DATA EXCEPTIONS

**A MANUAL FOR
LEAD SCHOOL ADMINISTRATORS**

INTRODUCTION

In an effort to reduce data exceptions and achieve accurate school data reporting for all New York City schools, the Office of Accountability (OA) has developed a guide for principals entitled: "Reducing Data Exceptions, a Manual for Lead School Administrators".

Data exceptions result in a No Score for students on state examinations. Data exceptions may occur due to student or teacher error before, during or after test administration and/or scoring of state assessments. Data exceptions occur most often because of student mis-bubbling or teacher-based misadministrations. The mis-bubbling of the biographical side of an answer document or the mis-bubbling or non-bubbling of a teacher-rated score will cause data exceptions even if the student has completed the entire test. Data exceptions lead to non-scores for individual students and affect grade and school data.

This complete document can be found on the New York City website at: www.schools.nyc.gov/daa/.

This Manual for Lead School Administrators will be reviewed by OA staff at principal meetings with Network Leaders. It is recommended that principals should review the information with the School Testing Team and that specific test information should be discussed at faculty and grade conferences, and on staff development days prior to state scheduled tests.

The Reducing Data Exceptions Manual for Lead School Administrators was prepared by Joan Flig with the assistance of the New York City Department of Education Test Administration Unit. Grace Pepe coordinated the preparation of the manual. The following staff contributed to the manual: Rita Magier, Margaret Reardon and Luz Solomita.

Arthur VanderVeen, Executive Director
Assessment and Knowledge Management

September 2008

TABLE OF CONTENTS

| | |
|---|--------|
| DOCUMENT PREPARATION FOR SCANNING & ACCURATE DATA REPORTING Overview..... | Page 1 |
| NYS English Language Arts (ELA) Grades 3-8..... | Page 2 |
| NYS Mathematics Gr 3-8, Science Gr 4,8, and Social Studies Gr 5,8..... | Page 4 |
| Language Assessment Battery (LAB) and Spanish LAB..... | Page 4 |
| New York State English Second Language Assessment Test (NYSESLAT) | Page 4 |
| New York State Alternate Assessment (NYSAA)..... | Page 5 |
| Chinese Reading Test (CRT) & ELE Spanish Reading Test (ELE)..... | Page 5 |
| Regents Competency Test (RCT)..... | Page 6 |
| ECLAS Grades K-3 (optional)..... | Page 6 |
| Instructions for Bubbling the Biographical Side of NYC Answer Documents..... | Page 7 |
| ATTACHMENT # 1 Staff sign-off sheet..... | Page 8 |
| ATTACHMENT # 2 Age Ranges for the 2008-09 (NYSAA) | Page 9 |

DOCUMENT PREPARATION FOR SCANNING & ACCURATE DATA REPORTING

The proper handling and completion of student answer documents at the school level is the first step in expediting the scanning and processing of these documents. Scanning the student answer documents in a timely manner allows the scores to be uploaded into data systems and assists in a faster return of student assessment results.

It is the responsibility of the school to ensure that all components on the student answer documents are correctly bubbled in so that the results, when uploaded into ATS, NYstart and ARIS, reflect the student answers and the student biographical information accurately. The school community is an extremely important part of the quality control process in this endeavor and it is the information provided by the school that accurately describes the name, identification number, date of birth, gender, grade level, ELL and Special Education status of the students and their accommodations that help disaggregate the various demographic data necessary for utilizing assessments to inform instruction.

Answer documents that are pre-printed and pre-slugged for every student are sent to each school. These pre-slugged answer documents are based on the biographical information in the school's ATS files. If the class is incorrect but the other information concerning the student is correct, the answer sheet may be given to and used in the appropriate class. **GRADE MUST BE BUBBLED BY THE SCHOOL ON A PRE-SLUGGED DOCUMENT.**

If there is a student who does not have a pre-slugged answer document, then the school will use a blank answer document for that student. The following identifying items must be bubbled onto the biographical side of this answer document for the student to receive a score: LAST NAME, FIRST NAME, ID #, DOB, GENDER, GRADE, BOROUGH, DISTRICT, SCHOOL and CLASS.

If an exam has multiple answer sheets it is very important that all answer sheets for a particular student to have the exact same information and correct spelling of the student's name and identification number bubbled in. If the answer documents do not match there is a high probability that the student will not receive a score.

All problems in the biographical information in ATS must be brought to the attention of the Pupil Accounting Secretary to be corrected on the ATS system. The pupil accounting secretary may call the ATS help desk at (718) 935-5100 for information on how to update the student's information in the ATS system.

Another resource for questions concerning student answer documents, test administration and packaging may be answered by your ISC Assessment Implementation Director (AID) or by calling the Office of Accountability Scan Center at (718) 349-5600.

Below are the test-specific instructions for properly completing and packaging test answer documents.

NYS English Language Arts (ELA) Grades 3-8

- Pre-slugged answer documents

GRADE: Fill in the bubble that appears on the answer document

REASON NOT TESTED: Fill in Absent for entire test if student was not in attendance for the entire test window. Fill in reason for all students who are NYSAA eligible, medically excused, not enrolled (at time of test), if a document is submitted blank, or if an administrative error occurred during the test.

LEP Accommodations: Fill in as many as apply for ELLs.

SPECIAL EDUCATION:

Part Time: Fill in for all students who are receiving related services outside of their regular classroom.

Full Time: Fill in for students in self-contained special education classes and CTT students.

TESTING ACCOMMODATIONS: For full-time or part-time Special Education students and General Education Students with 504 plans.

- Non-pre-slugged answer documents:

NAME: (Last, First, MI) Left justify. Enter and fill in. Make certain that the first letter of the last name is entered in the first box starting on the left. DO NOT LEAVE ANY SPACES OR USE HYPHENS, APOSTROPHES, ETC.

NYC ID NUMBER: Carefully enter the 9 digit number. DO NOT OMIT. This item must be entered completely and accurately. See your Pupil Accounting Secretary when questions arise OR refer to student's official record card ID label.

GENDER: Fill in Male or Female.

DATE OF Birth: Fill in month, date, and year.

GRADE: Fill in the bubble that appears on the answer document.

SCHOOL CODE: Enter borough and district number. Enter school number and class number. ALL SCHOOLS MUST USE ONLY 3 DIGIT CLASS CODES.

CLASS CODE IS 999 FOR HOME INSTRUCTION STUDENTS USING THE FOLLOWING SCHOOL CODES:

- M- 75- 501
- X- 75- 502
- K- 75- 503
- Q- 75- 504
- R- 75- 505

CLASS CODE IS 999 FOR HOSPITAL INSTRUCTION STUDENTS USING THE FOLLOWING SCHOOL CODES:

- M- 75- 401
- X- 75- 402
- K- 75- 403
- Q- 75- 404
- R- 75- 405

CLASS CODE IS 888 FOR HOME SCHOOLED STUDENTS USING THE FOLLOWING SCHOOL CODES:

- M- home district # 444
- X- home district # 444
- K- home district # 444
- Q- home district # 444
- R- home district # 444

REASON NOT TESTED: Fill in Absent for entire test if student was not in attendance for the entire test window. Fill in reason for all students who are NYSAA eligible, medically excused, not enrolled (at time of test), if a document is submitted blank, or if an administrative error occurred during the test.

LEP Accommodations: Fill in as many as apply for ELLs.

SPECIAL EDUCATION:

Part Time: Fill in for all students who are receiving related services outside of their regular classroom.

Full Time: Fill in for students in self-contained special education classes and for CTT students.

NYS Mathematics Gr 3-8, Science Gr 4,8, and Social Studies Gr 5,8

- Pre-slugged answer documents: ALL the same bubbles as ELA except for the following:
TRANSLATED EDITION: Bubble in appropriate language the student is using for the test.
- Non pre-slugged answer documents: ALL the same bubbles as ELA except for the following:
TRANSLATED EDITION: Bubble in appropriate language the student is using for the test.

Language Assessment Battery (LAB-R) and Spanish LAB

For new entrants Grades K-12 whose home language is other than English

- Pre-slugged answer documents: ALL the same bubbles as ELA except for the following:
HOME LANGUAGE OTHER THAN ENGLISH: Fill in the appropriate language or OTHER if the student's home language is not listed.
TEST STATUS: Fill in the appropriate responses.
FORM: Fill in FORM A or B as printed on the student test booklet.
- Non pre-slugged answer documents: ALL the same bubbles as ELA except for the following:
HOME LANGUAGE OTHER THAN ENGLISH: Fill in the appropriate language or OTHER if the student's home language is not listed.
TEST STATUS: Fill in the appropriate responses.
FORM: Fill in FORM A or B as printed on the student test booklet.

New York State English Second Language Assessment Test (NYSESLAT)

For all English Language Learners in Grades K-12

- Pre-slugged answer documents: ALL the same bubbles as ELA except for the following:
HOME LANGUAGE: Fill in the student's home language.
TITLE III information: Fill in Title III information (Is the student serviced by Title III, when was the student first enrolled, how many years of service in bilingual or ESL program?)

- Non pre-slugged answer documents: ALL the same bubbles as ELA except for the following:
HOME LANGUAGE: Fill in the student's home language.
TITLE III information: Fill in Title III information (Is the student serviced by Title III, when was the student first enrolled, how many years of service in bilingual or ESL program?)

New York State Alternate Assessment (NYSAA)

For students with severe cognitive disabilities with IEPs that require this test and who have a birthdate which falls within the state range listed on Attachment #1

- Pre-slugged answer documents: ALL the same bubbles as ELA except for the following:
GRADE EQUIVALENT: Fill in the appropriate equivalent grade which corresponds to the date of birth chart posted on the NYSAA website and printed in the NYSAA Teacher Manuals

SCORING INST. CODE : To be completed at scoring site

SCORER QUESTIONS: To be completed at the scoring site

- Non pre-slugged answer documents: ALL the same bubbles as ELA except for the following:
GRADE EQUIVALENT: Fill in the appropriate equivalent grade which corresponds to the date of birth chart posted on the NYSAA website and printed in the NYSAA Teacher Manuals

SCORING INST. CODE : To be completed at scoring site

SCORER QUESTIONS: To be completed at the scoring site

Regents Competency Test (RCT)

For students in Grades 9-12 with an IEP or 504 Plan that requires this test upon failure of a NYS Regents in Reading, Science, Math, US History and/or Global Studies

- Pre-slugged answer documents: ALL the same bubbles as ELA.
- Non pre-slugged answer documents: ALL the same bubbles as ELA.

Chinese Reading Test (CRT) and ELE Spanish Reading Test (ELE)

For students who are in a Chinese or Spanish bilingual or dual language class in Grades 3-12

- Pre-slugged answer documents: ALL the same bubbles as ELA except for the following:
TEST FORM: Fill in the appropriate bubble (A,B,C for CRT and 1,2 for ELE)) that matches the test form printed on the front cover of the student booklet
- Non pre-slugged answer documents: ALL the same bubbles as ELA except for the following:
TEST FORM: Fill in the appropriate bubble (A,B,C) that matches the test form printed on the front cover of the student booklet

ECLAS Grades K-3 (optional)

- Pre-slugged answer documents: ALL the same bubbles as ELA except for the following:
REASONS: Fill in Reading First if a Reading First School.
Absent for entire test if student was not in attendance for the entire test window.
- Non pre-slugged answer documents: ALL the same bubbles as ELA except for the following:
REASONS: Fill in Reading First if a Reading First School.
Absent for entire test if student was not in attendance for the entire test window.

FALL and WINTER:

Schools that are using palm pilots to post ECLAS scores should return the pre-printed answer documents to the AID at the ISC in a package marked UNUSED ANSWER DOCUMENTS. Nothing needs to be bubbled in by the school.

SPRING:

Schools that are using palm pilots to post ECLAS scores but are administering EPAL will need to bubble the EPAL scores on the ECLAS answer documents. These documents should be returned to the AID at the ISC. The ECLAS scores do not need to be bubbled in by the school.

Instructions for Bubbling the Biographical Side of NYC Answer Documents

Grade - Fill in the grade on all pre-printed and hand-bubbled answer documents.

ABSENT for Entire Test - Fill in for any student who is not excused and not in attendance during the entire test administration.

Refused to take Entire Test - Fill in for any student who is in attendance during the entire test administration but refused to answer the questions.

Administrative Error, No Score – Fill in for any student whose test was administered with the incorrect time, directions, manipulatives or accommodations according to an IEP or 504 Plan.

Not Enrolled at time of test – Fill in for any student who is no longer enrolled at the school and for whom there is a pre-printed answer document.

Medically excused - Fill in for any student who has medical documentation for absences during the entire test administration.

Other - Fill in only as directed by staff of the Test Administration Unit or by an AID.

Special Education - Fill in for any student who has been evaluated by CSE and receives Special Education or related services as listed on an IEP.

Part - Time - Fill in for students who receive Special Education and/or related services on a part-time schedule.

Full - Time - Fill in for students in self-contained Special Education classes and for those Special Education students in an inclusion class.

IEP or 504 Plan Accommodations - Fill in for Special Education students who have an IEP or for General Education students who receive accommodations as part of an approved 504 Plan due to a medical condition.

Flexibility in scheduling/timing - Fill in for any student who has *time and a half* or *double time* as part of an IEP or 504 Plan. Fill in for all ELLs on the ELA assessment.

Flexibility in setting - Fill in for students who have the test administered in a room other than their regular classroom. This does not have to be filled in for a self-contained Special Education class if the students stay in their self-contained classroom for the test administration.

Method of Presentation (excluding Braille) – Fill in for any student who has this accommodation as part of an IEP or 504 Plan. Calculator/Abacus may not be used for mathematics test. Spelling and grammar checks must be disabled on computers used by students for an ELA or writing test.

Method of Response - Fill in for any student who has *answers recorded in any manner* as part of an IEP or 504 Plan.

Other - Fill in only as directed by staff of the Test Administration Unit or by an AID.

Braille - Fill in for any student who has this accommodation as part of an IEP or 504 Plan.

Fill in LEP/ELL accommodations which apply to individual students.

Fill in any other bubbles as specified in NYC Assessment memos.

ATTACHMENT # 1

THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK
 / ALBANY, NY 12234 David Abrams, Assistant Commissioner Office of Standards, Assessment and Reporting

**Age Ranges for the 2008-09
 New York State Alternate Assessment (NYSAA)**

NYSAA is a datafolio assessment that measures student progress in achieving the learning standards through alternate grade level indicators. All students in the following age ranges who are eligible to take NYSAA must be tested in 2008-09. Students with severe disabilities are assessed according to chronological ages aligned with grade levels as indicated below. Students should be tested only once at each grade and in all the content areas indicated for each grade.

| Age Ranges for Testing on NYSAA in 2008–09 | | |
|---|-----------------------------------|---|
| Assessment | Birth Date | Reaches This Age Between September 1, 2008 and August 31, 2009 |
| Grade 3 ELA, Mathematics | September 1, 1999—August 31, 2000 | 9 |
| Grade 4 ELA, Mathematics, Science | September 1, 1998—August 31, 1999 | 10 |
| Grade 5 ELA, Mathematics, Social Studies | September 1, 1997—August 31, 1998 | 11 |
| Grade 6 ELA, Mathematics | September 1, 1996—August 31, 1997 | 12 |
| Grade 7 ELA, Mathematics | September 1, 1995—August 31, 1996 | 13 |
| Grade 8 ELA, Mathematics, Science, Social Studies | September 1, 1994—August 31, 1995 | 14 |
| Secondary-Level ELA, Mathematics, Science, Social Studies | September 1, 1990—August 31, 1991 | 18* |

***Note:** NYSAA-eligible students who will be leaving school before they reach their eighteenth birthday must take the secondary-level NYSAA before they leave school (i.e., when they are 17 years old). NYSAA-eligible students with a birth date prior to September 1, 1990 who have not been assessed must be assessed in 2008-09 before they leave school.

